

BOARD OF COMMISSIONERS

January 03, 2017 7:00 PM Regular Meeting

Historic Courtroom Courthouse Complex

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

Special accommodations for the disabled who attend public meetings can be made by contacting the Clerk to the Board 24 hours in advance at 252-338-6363, Ext. 100.

Please turn Cell Phone ringers off during the meeting.

Agenda

Camden County Board of Commissioners BOC - Regular Meeting January 03, 2017 7:00 PM Historic Courtroom, Courthouse Complex

Welcome & Call to Order

Invocation & Pledge of Allegiance

Commissioner Clayton Riggs

ITEM 1. Public Comments

It is requested that comments be limited to (2-3) minutes. The length and number of comments may be limited upon the Chairman's discretion due to scheduling and other issues.

ITEM 2. Consideration of Agenda (For discussion and possible action)

ITEM 3. Old Business (For discussion and possible action)

- A. Voting Delegate Designation Form
- B. Commissioner Appointments DSS
- C. Additional Commissioner Appointments to Boards
- D. JLL-Proposal for Land Sales and Marketing Services Eco Industrial Park
- E. Memorandum of Understanding Between BOC and School Board

ITEM 4. Public Hearings

- A. UDO 2016-08-10 B+M Investments of NC LLC Mining Operation
- B. UDO 2016-10-03 Shiloh Hwy 1108 Solar LLC Solar Facility

ITEM 5. Public Meeting

1. Public Meeting - Sandy Hook Crossing Major Subdivision

ITEM 6. New Business (For discussion and possible action)

- A. November Monthly Tax Report
- B. Albemarle Commission Area Agency on Aging (AC AAA)
- C. Records Retention Schedule Amendment

ITEM 7. Board Appointments (For discussion and possible action)

1. Parks and Rec Advisory Board - Appointment - Srebro

ITEM 8. Consent Agenda

- A. 1496: Budget Amendments
- B. CCS Budget Amendments Dec 2016
- C. Tax Collection Report Nov 2016
- D. Tax Pick-Ups Releases & Refunds
- E. Community Services Block Grant
- F. Surplus Property
- G. Volunteer Forms
- H. Contract: East Carolina Engineering for WWTP

ITEM 9. Commissioners' Report

ITEM 10. County Manager's Report

Recess to South Camden Water & Sewer District Board of Directors Meeting

Reconvene Commissioners' Meeting

ITEM 11. Information, Reports & Minutes From Other Agencies

- A. DMV Monthly Report
- B. 2017 Parks and Rec Advisory Board Meeting Schedule
- C. Letter from Twiford Law Re: Regular Joint Mtgs W/ School Board

ITEM 12. Other Matters (For discussion and possible action)

A. Camden County Code of Ethics

B. Clerk of Superior Court - Office Space Request

ITEM 13. <u>Adjourn</u>



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 3.A

Meeting Date: January 03, 2017

Submitted By: Angela Wooten, Clerk to the Board

Administration

Prepared by: Angela Wooten

Item Title Voting Delegate Designation Form

Attachments: Microsoft Word - voting delegate form.doc (PDF)

Summary:

Recommendation:



VOTING DELEGATE DESIGNATION FORM LEGISLATIVE GOALS CONFERENCE

January 12-13, 2017 (Thursday – Friday) Raleigh Marriott Crabtree Valley – Wake County

NOTE: Please place this action on your board meeting agenda.

Article VI, Section of the Association's Constitution provides:

Each Board of County Commissioners is hereby requested to designate a commissioner or other official as a voting delegate for the 2017 Legislative Goals Conference. Each voting delegate should complete and sign the following statement and **RETURN IT TO THE ASSOCIATION NO LATER THAN FRIDAY, JANUARY 6, 2017.**

PLEASE Return Form to Alisa Cobb, Clerk to the Board by E-Mail: alisa.cobb@ncacc.org

"On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its County Commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the Board of County Commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues."



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number: 3.B

Meeting Date: January 03, 2017

Submitted By: Angela Wooten, Clerk to the Board

Administration

Prepared by: Angela Wooten

Item Title Commissioner Appointments - DSS

Attachments: DSS (PDF)

Social Services Board ByLaws and Forms (PDF)

Summary:

Recommendation:

Angela Wooten

From: Vickie Langwell <vlangwell@camdencountync.gov>

Sent: Tuesday, November 08, 2016 4:51 PM
To: awooten@camdencountync.gov

Subject: CC Appointment form Attachments: CC Appointment form.doc

Hi Angie,

Hope all is well with you. The attached form will need to be completed for whomever the Commissioners appoint in Sandy Duckwall's place. The appointment will not actually expire until June 30, 2017 so Mrs. Duckwall's replacement will complete her term.

If you have any questions please call me.

Thanks, Vickie

☑ THIRD OR □ FIFTH

MEMBER SERVING ON THE

CAMDEN COUNTY

BOARD OF SOCIAL SERVICES

Name:			
Address:	2000,000,000 00		
City:	State:	Zip:	
Reappointment:	Yes	No	
If Reappointment, Date of O	riginal Appointment:		
County Commissioner:	Yes	No	
Ethnic Background:			
Gender:			
Term Expires:			

PLEASE RETURN THIS FORM BY MAIL

North Carolina Division of Social Services
Attention: Angela Green
2401 Mail Service Center
Raleigh, North Carolina 27699-2401
Courier Number: 56-20-25

BY EMAIL: Angela.Green@dhhs.nc.gov

BY FAX: (919) 334-1018

1	TO THE
_	COUNTY BOARD OF SOCIAL SERVICES
	TERM OF APPOINTMENT
Date:	
County Commission	NC Department of Health and Human Services, Division of Social Services that the ers of the above-mentioned county have named as their appointee to the County ices the following person:
Name	
Address	
City	Zip Code
~ 1	County Commissioner: yes no
Signature	,Clerk
Во	pard of County Commissioners
Please see infor	mation regarding eligibility for board membership on the reverse of this form.
PLEASE RETURN	THIS FORM TO:
Angela Green NC Division of Socia 2401 Mail Service C	

Please also forward a copy to your county director of social services. Thank you.

Raleigh, North Carolina 27699-2401

RESTRICTIONS REGARDING COUNTY SOCIAL SERVICES BOARD MEMBERSHIP

G.S. 108A-3: Residential Qualifications

Each member of the county social services board "...shall be bona fide residents of the county from which they are appointed to serve..."

G.S. 108A-4: Term of Appointment

"Each member of a county board of social services shall serve for a term of three years. No member may serve more than two consecutive terms. Notwithstanding the previous sentence, the limitation on consecutive terms does not apply if the member of the social services board was a member of the board of county commissioners at any time during the first two consecutive terms, and is a member of the board of county commissioners at the time of reappointment."

G.S. 108A-6: Member Filling an Unexpired Term

All appointments made to fill vacancies "... shall be for the remainder of the former member's term of office and shall not constitute a term for the purposes of G.S. 108A-4."

G.S. 108A-47: State/County Special Assistance for Adults - Limitations on Payments

"No payment for assistance. . .shall be made for the care of any person in an adult care home that is owned or operated in whole or in part by. . a member. . .of any county board of social services."

G.S. 108A-55: Medical Assistance Program - Payments

"No payments shall be made for the care of any person in a nursing home or intermediate care home which is owned or operated in whole or in part by a member of. . . any county board of social services. . . or by a spouse of any such person."

G.S. 128-1.1: Dual-Office Holding Allowed

Any person who holds an elective or appointive office in State or local government is authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution to hold concurrently one other appointive office, place of trust or profit, in either State of local government.

10A NCAC 68.0301: Employment of Relatives of County Board Members

"No person shall be considered for employment in a county department of social services during the time a member of his immediate family is serving on the county board of social services or the board of county commissioners in the same county. This regulation in no way effects the status of a person who is already an employee of a county department of social services and of whose immediate family member becomes a candidate for or is appointed or elected to the county board of social services or the board of commissioners of the same county. (emphasis added) 'Immediate family member,' is for purposes of this Regulation defined as a spouse, parent, sibling, child, grandparent, grandchild, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, or nephew."

10A NCAC 70E.0402(d): Criteria for the Foster Family - County Social Services Board Members
The homes of Agency Employees, Social Services Board Members, and County Commissioners may be
licensed if such licensure does not constitute a conflict of interest regarding supervision of children placed
in the home. The agency's position concerning conflict of interest questions shall be documented in the
family's record.



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Old Business

Item Number: 3.C

Meeting Date: January 03, 2017

Submitted By: Angela Wooten, Clerk to the Board

Administration

Prepared by: Angela Wooten

Item Title Additional Commissioner Appointments to Boards

Attachments: 3-C-1-Trillium Board Delegate Appointment Request -

Commissioner and Citizen

(PDF)

3-C-2-NE Workforce Development Consortium

Delegate Appointment

Request (PDF)

3-C-3-Albemarle Commission Delegate Appointment

Request (PDF)

Summary:

Other Boards needing Commissioner Appointments

Recommendation:

For discussion and possible action.

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number:

12.C

Meeting Date:

12/5/2016

Submitted By:

Administration

ITEM TITLE:

Trillium

SUMMARY:

Camden has two seats on this board.

One is for a commissioner

The other is for a citizen. Michael Mclain has put a volunteer for the citizen seat.

On Thursday Bland Baker with Trillium Health Resources confirmed that Michael McLain would be a good fit for the Citizen Appointment vacancy on the Board.

RECOMMENDATION:

Appoint Michael McLain to serve on Trilliums board.



November 28, 2016

CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESW ELL

DUCK

EDENTON

ELIZA BETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTYHAWK

MANTEO

NAGSHEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

Angela Wooten, Clerk to the Board Camden County P.O. Box 190

Camden, NC 27921

Re: Delegate Appointment Request

Dear Angela,

With Commissioner McLain's term coming to an end, Camden County is eligible to have a county commissioner board member serve on the Albemarle Commission's Board of Delegates, the Northeastern Workforce Development Consortium and the Albemarle Rural Planning Organization Transportation Advisory Committee. Based on the Commission's bylaws, the elected officials that serve on the Board serve until are no longer appointed or the County appoints another elected official to serve in their place.

Please appoint a county commissioner representative(s) from Camden County to serve as the regular Camden County member for these three boards and notify the Commission by email or a letter of the appointment. Their appointment will begin January 2017 and does not have an expiration date. For the Albemarle Commission Board of Delegates, there is a \$50 meeting allowance and mileage. There is not allowance or mileage paid for the other two committees.

As always, should you have any questions or comments, please do not hesitate to contact me. I hope you and your family have a wonderful Thanksgiving.

Cathy Dairson

Cathy Davison
Executive Director



November 20, 2016

CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESW ELL

DUCK

EDENTON

ELIZA BETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTYHAWK

MANTEO

NAGSHEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

Angela Wooten, Clerk to the Board

Camden County P.O. Box 190

Camden, NC 27921

Re: Albemarle Commission Delegate Appointment Request

Dear Angela,

With Commissioner McLain's term coming to an end, Camden County is eligible to have a county commissioner board member serve on the Albemarle Commission's Board of Delegates. Based on the Commission's bylaws, the elected officials that serve on the Board serve until are no longer appointed or the County appoints another elected official to serve in their place.

Please appoint a county commissioner representative from Camden County to serve as the regular Camden County member and notify the Commission by email or a letter of the appointment. Their appointment will begin January 2017 and does not have an expiration date. The person appointed by your Board will receive information regarding the Commission and the first meeting which will be January 19, 2017. Currently, Board members receive a \$50 meeting allowance for each Board meeting they attend, as well as mileage to and from the meeting.

As always, should you have any questions or comments, please do not hesitate to contact me. I hope you and your family have a wonderful Thanksgiving.

Very truly yours

Cathy Dairson

Cathy Davison Executive Director



Serving Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington counties.

Enhancing the lives of citizens in the Albemarle Region since 1970.

Learn more

About Us ∨	Area Agenc	y on Aging ∨	Rural Planning ∨	Workforce Development	B B
Economic Dev	velopment v	Senior Nutr	ition ∨		

Board of Delegates

You are here: Albemarle Commission > About Us > Board of Delegates

* Denotes Executive Committee

Camden County

Michael McLain

Chowan County

John Mitchner

Currituck County

*Marion Gilbert



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Old Business

Item Number: 3.D

Meeting Date: January 03, 2017

Submitted By: Angela Wooten, Clerk to the Board

Administration

Prepared by: Angela Wooten

Item Title JLL-Proposal for Land Sales and Marketing Services - Eco

Industrial Park

Attachments: Cover Sheet from C Bauman (PDF)

Exclusive Listing Agreement (PDF)

JLL's Proposal for Land Sales Services (PDF) Jones Lang Lasalle-Letter from TLF (PDF)

Summary:

Recommendation:

Agenda Item

TO:

Board of Commissioners

FROM:

Michael Brillhart, County Manager

SUBJECT: Proposal for Land Sales and Marketing Services - Eco Industrial Park

Representatives from the commercial real estate firm Jones Lang LaSalle (JLL) have presented a proposal for land sales and MLS listing services specific to the Eco Industrial Park. The attached proposal was prepared by JLL staff from their Norfolk, VA office.

In November, the Economic Development Commission approved the prospect of commercially marketing the Park to perspective business owners and real estate consultants. JLL has the ability and strategy to not only market land parcels within the Park to perspective parties along the eastern seaboard but also nationwide.

In addition, the attached EXECUTIVE LISTING AGREEMENT has been modified at the request of Commissioners to take into consideration perspective parties that are already involved in discussion to secure property for project development. Section 2(e) was included to provide this option.

Staff Recommendation: Staff is recommending that the Board of Commissioners approve the proposed "Land Sales Services" and "Exclusive Listing" agreements with Jones Lang LaSalle (JLL).

EXCLUSIVE LISTING AGREEMENT

Camden County Economic Development Authority ("Owner") hereby grants to JONES LANG LASALLE BROKERAGE, INC., a Texas corporation ("Broker"), the exclusive right to negotiate a sale with respect to the real property described below (the "Property") for a period commencing on January 1, 2017, and ending at midnight on June 30, 2018 (the "Listing Period"), and shall continue thereafter on a month to month basis unless this Exclusive Listing Agreement ("Agreement") is extended further or terminated in writing by either party upon notice to the other. The Property is approximately 100 acres and is located at Route 17 and Eco Park Boulevard, aka as the P.U.D. Eco Business Park, Camden County, North Carolina.

- 1) Appointment Of Broker: Owner hereby appoints Broker as its sole and exclusive listing agent for the term hereof with the sole exclusive right to offer the Property for sale during the Listing Period at prices approved by Owner (the "Listing Price") and on such other terms as may be acceptable to Owner in Owner's sole and absolute discretion. In the event the Owner determines, in its' sole judgment to offer the land at any price less than \$15,000/acre, the commission will be calculated at a minimum price of \$15,000/acre.
- 2) Sale of the Property: Owner shall pay to Broker a sales commission with respect to the listing for sale and procuring of a purchaser for the Property (the "Commission") in an amount equal to (a) eight percent (8%) of the gross sales purchase price if Broker is the sole broker, (b) ten percent (10%) of the gross sales purchase price if the sale transaction is co-brokered with an outside licensed brokerage company (a "Co-Broker"). The following terms and conditions apply:
 - a. <u>Payment and Split</u>: The Commission shall be earned and due and payable at the Closing and Settlement out of the purchase price proceeds provided that Broker and any Co-Broker deliver any customary receipt or lien waiver in connection with such payment. If there is a Co-Broker representing the purchase then the Commission will be split 50/50 with both Broker and Co-Broker each earning one-half of the Commission.
 - Prospects/Tail: Owner shall also pay said commission to Broker if within one hundred and twenty (120) days after the expiration of the Listing Period: (1) the Property is sold to any person, which, during the term of the Listing Period made a written offer to Purchase the Property, or any interest therein, whether or not such transaction is consummated on the same or different terms and conditions contained in such offer; or (2) the Property or any interest therein is sold to any person or entity with whom Broker has toured the property and whose name appears on any list of such persons or entities (the "Registration List") which Broker shall have mailed to Owner at the address below stated within ten (10) days following such expiration. The Registration List shall be in writing and shall contain the name and address of each of the prospective purchasers. If Owner enters into a listing agreement with another licensed real estate broker with respect to the Property after the termination of this Agreement, Owner shall exclude sales or exchanges of the property to any prospective purchaser named in the Registration List from said listing agreement for said ninety (90) day period. "Prospective purchasers" as used in this paragraph shall include such person or entity, their respective family members, and affiliates or other entities over which they may exercise direct control and include only those persons or entities with whom Broker had material contact, meaning actively negotiation and significant efforts to solicit and obtain offers to purchase the Property from such prospective purchasers. For example, persons whose only contact with Broker are as a result of mass mailings, emails or "cold calls" do not qualify as significant contacts and shall not be included in the Registration List. Owner shall have the right to verify or have Broker verify that the Broker had significant contacts with such person or entity in its efforts to solicit and obtain offers to sell the Property during the term hereof as a condition to such person or entity being deemed a prospective purchaser.
 - c. <u>Entire Compensation</u>: The Commission set forth in this Section 2 constitutes the entire sum to which Broker and any cooperating brokers or agents may become entitled under this

- agreement in connection with the purchase and sale of the Property, and Broker and any cooperating brokers or agents are not and will not be entitled to any other compensation or reimbursement of any kind or character whatsoever.
- d. Paramount Provisions: Notwithstanding anything herein to the contrary, in no event shall any commission or any other compensation, fee or expense be due or payable to Broker or any other real estate agent or broker by Owner unless and until the consummation and closing of the sale of the Property as evidenced by Transfer of title and payment of the purchase price proceeds. Owner shall have the right to terminate this Agreement effective immediately upon written notice given to Broker by Owner in the event (a) Broker abandons its efforts under this Agreement or fails to employ its best efforts in performing its obligations Agreement, (b) Broker attempts to or does (voluntarily or involuntarily) transfer or pledge all or any part of its rights under this Agreement, (c) Broker makes any representation to a third party that is intrinsically or materially inconsistent with this Agreement or Owner's instructions or other information furnished to Broker, (d) Broker fails to cure any Event of Default (hereinafter defined) within ten (10) business days following notification by Owner of the existence of such Event of Default. Should any of the following occur, the same shall constitute an event of default under this Agreement (an "Event of Default"): Broker shall fail to perform any obligation hereunder in a timely and competent manner and in compliance with the terms hereof; (ii) Broker shall lose its North Carolina real estate license; (iii) Broker shall become insolvent, be the subject of an order for relief or a custodian or receiver, or should any liquidation, reorganization, arrangement or other proceeding under any Bankruptcy law or other law for the relief of debtors be requested by or instituted against Broker or Owner; (iv) Broker shall merge or consolidate with any other entity; or (v) shall no longer maintain his or her license with the originally named Broker or shall no longer be the primary contact for Owner and be primarily responsible for the listing of the Property created by this Agreement. Upon any such termination, Broker shall immediately deliver to Owner all materials in its possession relating to the Property. Notwithstanding custom or anything else to the contrary, after termination of this Agreement due to an Event of Default, Broker shall not be entitled to any fee or commission in the event the Property or any portion thereof is subsequently exclusively listed and sold through another Virginia licensed real estate broker or company, even if the purchaser is a party with whom Broker has dealt with or had negotiations prior to termination of this Agreement.
- e. Registered Prospects. Owner will provide a list of prospects with whom Owner has previously offered all or a portion of the property. Upon mutual agreement, these prospects will be considered 'Registered Prospects' and will be noted in an attachment to this agreement. In the event any entity on the Registered Prospects list purchases any of the subject property within 180 days of the commencement date, the commission due JLL will be five percent (5%) of the contract price.
- **3)** Cooperation: During the Listing Period, Owner agrees to cooperate with Broker in effecting a sale of the Property and immediately to refer to Broker all inquiries of any person or entity interested in purchasing the Property. Further:
 - a) Owner or its counsel shall keep Broker apprised of all negotiations if not conducted through Broker. Broker is not authorized to accept a deposit from any prospective Purchaser. Broker is authorized to advertise the Property and shall have the exclusive right to place a sign or signs on the Property.
 - b) It is understood that it is illegal for either Owner or Broker to refuse to present, sell or lease real property to any person because of race, color, religion, national origin, sex, marital status, age or physical disability.
 - c) Owner hereby warrants and represents to Broker that (1) Owner is the owner of record of the Property or has the legal authority to execute this Agreement on behalf of Owner, (2) no

person or entity has any right to purchase or lease the Property (other than the existing tenant) or to acquire any interest therein by virtue of option or right of first refusal, (3) there are no delinquencies or defaults under any deed of trust, mortgage or other encumbrance on the Property, (4) the Property is not subject to the jurisdiction of any court in any bankruptcy, insolvency, conservatorship or probate proceeding, and (5) neither Broker nor any salesperson affiliated with Broker has made any promise or representations to or agreements with Owner not contained herein which in any manner affect Owner's and Broker's rights and obligations under this Agreement.

- d) Owner agrees to defend, indemnify and hold Broker harmless from any and all claims, liabilities, demands and damages actually incurred by Broker and arising from Owner's intentionally supplying Broker any incorrect information or Owner's willful misconduct.
- e) Broker shall have, without limitation, the following fiduciary duties to Owner: reasonable care; undivided loyalty; confidentiality; full disclosure; obedience and a duty to account, unless waived by Owner in writing in each instance. Broker agrees to keep all non-public information about the Property strictly confidential unless or until it becomes public knowledge through no fault of Broker or Owner instructs Broker to disclose it to one or more other parties.
- f) Broker covenants and agrees that it shall perform the following services:
 - (i) Offer the Property for purchase using its best efforts.
 - (ii) With the prior approval of Owner of the materials, prepare and provide to purchase prospects a flyer and/or brochure which describes the Property.
 - (ii) Install and maintain at the Property, at Broker's expense, one or more signs, subject to conditions and approvals stipulated by any existing lease, easement, covenant and restriction agreements, indicating that the Property is available for sale.
 - (iv) Handle communications and negotiations with purchase prospects and third party brokers; present any offers to Seller for Seller's review and response.
 - (v) Maintain accurate and business-like records of prospects solicited, contracts in force, and expenses incurred on Seller's behalf when approved in advance, if any.
 - (vi) Do and perform such other acts and services as will constitute a first-class brokerage effort at maximizing the marketability of the Property.
 - (vii) (A) Solicit the active cooperation of other real estate brokers who specialize in the sales of office, industrial and commercial properties, including land, (B) disseminate this listing information to other brokers, and (C) advertise the Property by all such means and methods as are consistent for such listings, including Co-Star and similar web or internet sites. Owner agrees that all paid advertising shall be done at Owner's sole cost and expense.
 - (viii) Broker represents that Broker is duly licensed in the State of North Carolina.

4) All Parties Waive Trial by Jury:

If a claim or controversy arises concerning any failure to pay Broker all or any portion of the amounts provided therein, the prevailing party shall be entitled to its costs and attorneys' fees in any legal action regarding the collection of a commission due hereunder. If there is a failure to make any payment to Broker at the time required herein, the delinquent sum(s) shall bear interest at the rate of ten percent (10%) per year or the maximum rate permitted by law, whichever is lower.

5) Other Provisions

a. The heirs, transferees, successors and assigns of the parties hereto are duly bound by the provisions hereof.

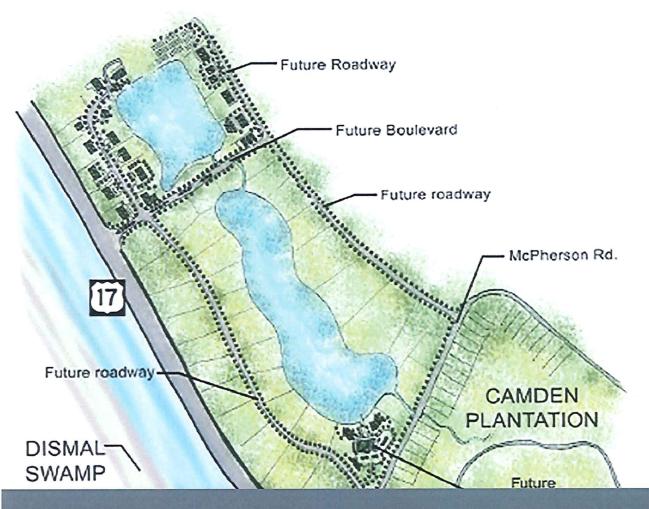
- b. Owner acknowledges that Broker is not an expert in and is not responsible for any legal, regulatory, tax, accounting, engineering, environmental or other technical matters, all of which shall be solely Owner's responsibility.
- c. No amendments to or modifications of this Agreement nor the termination of this Agreement shall be valid or binding unless made in writing and signed by both Owner and an officer of Broker.
- d. Each party's liability hereunder shall be limited to its assets; and no partner, director, officer, agent, servant, employee, representative or affiliate of either party shall have any personal liability. Neither party shall be liable to the other for, and each party hereby waives any and all rights to claim against the other party, any special, indirect, incidental, consequential, punitive or exemplary damages in connection with this Agreement, including, but not limited to, lost revenue or profits, even if a party has knowledge of the possibility of such damages. Broker's liability with respect to any particular lease, lease renewal, extension, sale, or modification transaction shall not exceed an amount equal to the total amount of compensation paid hereunder with respect to such transaction to Broker.
- e. Owner may terminate this agreement for any reason on thirty days' notice to Broker.
- f. This instrument contains the entire agreement and understanding of the parties hereto with respect to the subject matter contained herein. Time is of the essence of this agreement.

Marketing: Broker shall provide a marketing and branding plan to the Owner for review and approval. Broker shall provide a monthly update to the Owner on the status of the marketing efforts.

- a) Owner shall be responsible for the cost of any or all custom signage for the purposes of marketing and identifying the property.
- b) The undersigned hereby authorizes Broker to publicize any transactions that occur involving the subject property during the time of this Agreement. Broker shall have the right to name the parties to the transaction, and the size of the space, but shall not disclose any financial aspects of the transaction.
- 7) Notices: All notices, demands, consents and reports provided for in this Agreement shall be in writing and shall be given to the Owner or Agent at the address set forth below or at such other address as they individually may specify thereafter in writing:

OWNER:	
BROKER:	JONES LANG LASALLE BROKERAGE, INC. 1001 Boulders Parkway, Suite 200 Richmond, VA 23225 Attention: Charlie Polk
With a copy to:	JONES LANG LASALLE BROKERAGE, INC. Hampton Roads Office 101 W. Main Street, Suite 7770 Norfolk, VA 23510 Attention: Deborah Stearns

IN WITNESS WHEREOF, the parties here all as of	eto have caused this Agreement to be duly executed and delivered
OWNER:	
By: Date	
By: Date	
JONES LANG LASALLE BROKERAGE, I	NC.
By:	
	Date
Title: Managing Director	



CAMDEN COUNTY INDUSTRIAL PARK

JLL's proposal for Land Sales services

October 29, 2016

Attachment: JLL's Proposal for Land Sales Services(1507:JLL-Proposal for Land Sales and Marketing

EXECUTIVE SUMMARY



October 28, 2016

RE: Sales and Marketing services for the Camden County Industrial Park

We are excited to propose our services to Camden County for the marketing and sales of the development currently known as the Camden County Eco-Industrial Park. Our entire team is excited about this project due to the unique nature of the development and the impact it will have on Camden County.

Creating and implementing the right sales and marketing strategy for the new development would be JLL's initial focus. JLL is well established and proven in the greater Hampton Roads and northeastern North Carolina market and we are dedicated to our clients. We understand the difference this opportunity could make within the community and are passionate about helping it achieve success.

The key aspects of JLL's all-in-one customized approach for the development would include:

- · Best-in-class Marketing and Research the right message and deliverables to brand this development
- Sales and leasing expertise focused on preparation and execution ensuring local, regional and national exposure forged on JLL's deep relationships and experience
- Ability to offer expanded services through our comprehensive integrated platform and relationships including Project Development Services

We believe that JLL is uniquely qualified to obtain the best long-term results for the development through the combined strengths of each leg of our team. In addition to the best commercial brokerage talent in the region, this project will also have the support of our regional award-winning Mid-Atlantic Marketing, Graphic Design, and Research teams.

JLL specializes in bringing together all of the combined and coordinated talents needed to identify and achieve the best results for this development. In this proposal we detail our scope of services, qualifications, experience and methodology to demonstrate why JLL is the right partner for the disposition of this asset.

We appreciate the opportunity to meet and discuss our credentials for this assignment.

Sincerely,

Deborah Stearns
Senior Vice President
+1 757 961 3245
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SECTION ONE

OUR UNDERSTANDING

OUR UNDERSTANDING



The Camden County Industrial Park is an innovative, multi-phased development effort. The 20-year vision for the large regional complex includes up to 300 acres of land for commercial, professional, research and development (R&D), residential and industrial development efforts. The first phase of this project encompasses 100 acres of land in lots of varying sizes and infrastructure improvements.

Camden County Industrial Park is located along US 17, which serves as the primary highway connecting the county to Chesapeake, Virginia. Construction of the future Interstate 87, which will follow this route and connect Raleigh to Hampton Roads, is expected to begin in eight years. The park is also one mile north of the Dismal Swamp Welcome Center and is easily accessible from several major business centers, including Elizabeth City and all of the primary cities of Hampton Roads.

DESIRED SERVICES

- **Branding:** Develop the project's brand including, but not limited to, a name, logo, color scheme, messaging, and competitive positioning at no cost to the client.
- Marketing: Develop and initiate a marketing strategy in conjunction with the sales strategy to help build awareness among potential tenants. A website, flyer and brochure will be developed. JLL will work with Camden County to create a complimentary strategy and materials.
- **Disposition / Sales:** Develop and execute a comprehensive research strategy to expose property to most likely candidates in the right industry sectors.

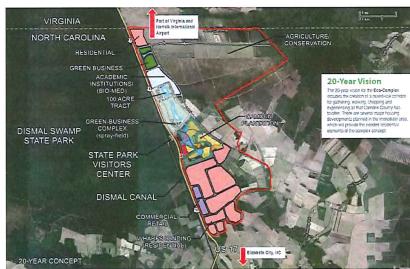


OUR VISION

This is a dynamic and exciting opportunity to re-brand the Camden County park for industrial and / or flex properties. The success of the first building will lead to continued development on available acreage in the same corridor. Taking steps to accelerate the development time frame should be considered to engage prospects with a short time line to achieve occupancy.

The site should attract companies focused on the existing industry base, labor force and quality of life in the region. With a unique location in close proximity to the Hampton Roads MSA, it is able to connect labor with an opportunity to expand the network to regional and global supply chains.





SCOT ANALYSIS

STRENGTHS

- Available economic incentives
- · Access to the terminals of the Port of Virginia
- Proximity to the Hampton Roads market
- · Lack of competition
- Utilities (proximity to)
- Designation of I-87, which will lead to highway improvements

CHALLENGES

- Low population numbers in Camden County
- Lack of nearby businesses
- Lack of understanding (misconceptions) in the marketplace of the benefits of the location

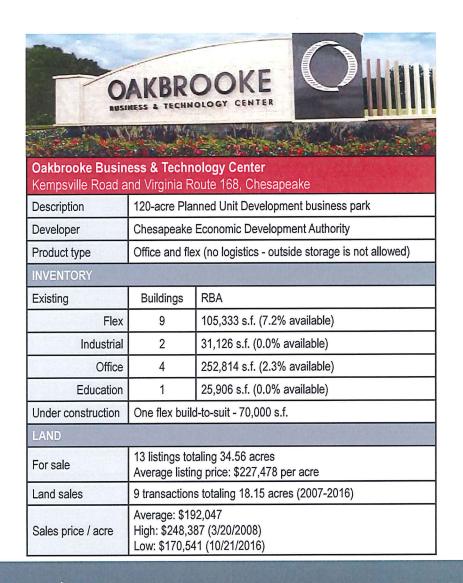
OPPORTUNITIES

- Flexibility within development
- Competitive cost basis
- Presence in Foreign Trade Zone #20

THREATS

- Competitive set
- Distance from site to I-85 and I-95
- · Speed to delivery of building

COMPARABLE PARKS



Dominion Commerce Park Dominion Boulevard and Scenic Parkway, Chesapeake			
Description	141-acre Planned Unit Development business park (plus additional 102 acres residential and 11 acres retail)		
Developer	Dominion Boulevard LLC		
Product type	Office, flex, light retail (retail land excluded from transactions)		
INVENTORY	INVENTORY		
Existing	Buildings	RBA	
Flex	1	38,000 s.f. (18.9% available)	
Office	1	20,000 s.f. (32.1% available)	
Under construction	None		
LAND			
For sale	18 listings totaling 30.11 acres Average listing price: \$175,032 per acre		
Land sales	6 transactions totaling 17.15 acres (2008-2016)		
Sales price / acre	Average: \$145,254 High: \$197,520 (11/8/2008) Low: \$82,335 (3/1/2013)		

SECTION TWO

OUR PROPOSED SERVICES

OUR INTEGRATED MARKETING & LEASING STRATEGY

MARKETING STRATEGY & BRANDING

The goal is to help brand Camden County as a key business hub within the region.

JLL will work with the County to create a comprehensive marketing campaign that will further advance the park among potential tenants and seek to develop awareness and excitement. We want the market to see the uniqueness of the development and benefits of the park.

STRATEGIC LEASING

We take a strategic approach to leasing by assessing the current market conditions, the specific building / project situation and then implementing a comprehensive marketing plan to provide immediate results. Our immediate objective revolves around a campaign which will require considerable marketing efforts consistent with groundbreaking and continuing through the delivery of the project. JLL's multi-channel marketing will cast the widest net possible.

MARKET DYNAMICS

- Understand market conditions and customize programs to strategically execute deals
- Track current and future tenant lease activity to maximize the qualified prospect pool and deal flow
- Differentiate the product from the competition

REPORTING

One of JLL's primary operating philosophies is collaboration, both between firm professionals and within client relationships as a means to ensure success in all real estate activities. Regular communication creates an environment of cooperation and advancement toward a common goal while generating a team mentality that is critical to strategy development, space marketing and transaction completion.

Once selected, JLL will institute regular meetings between the JLL team and Camden County at the on-set of the project to clarify goals, set standards and establish processes. Through these regular check-ins, we will ensure timely responses to opportunities and insight on full team efforts.





MARKETING PLAN / STRATEGY

MARKETING STRATEGY

Marketing plays an integral role in the leasing and sales process which is why we take a team approach in marketing to prospective buyers. To attract the best businesses and ensure success, our marketing experts will partner with our leasing and sales team on implementing a customized multi-tiered marketing plan using our proven marketing for leasing strategies. We will tell the project's story using cutting edge digital tools and technology with property-specific, market-specific, and tenant-specific marketing materials. JLL's marketing and research teams will provide thought leadership and market intelligence to the leasing team on the latest trends and relevant data.

MARKETING TOOLBOX

We have a deep toolbox of innovative marketing and sales tools from which to choose, many of which are at no cost to our clients. A customized plan and proposed budget will be developed once a brand is in place. A sampling of our capabilities include:

- Research
- GIS mapping
- Custom street maps
- E-Blasts
- Brochure
- Drone video
- Websites
- Video brochures
- · Industry conference representation
- Industry listings
- Advertisements



JLL OFFERS IN-HOUSE CUSTOMIZED MARKETING SOLUTIONS USING BEST PRACTICES AND INDUSTRY LEADING TECHNOLOGY.

IMMEDIATE DELIVERABLES

The immediate deliverables that JLL would produce at no cost for this project would include a logo / name / brand (if desired), targeted brochure and a dedicated website. All materials would reflect the Industrial Park's new brand. Additional deliverables and advertisements will be produced per the approved marketing time line and budget. JLL will also promote the space at no cost through targeted e-blasts, postings on CoStar, Loopnet, JLL's property site and through direct marketing by JLL's brokerage team.

JLL is ready to hit the ground running with appropriate materials and action items such as:

- Press releases
- Internal / external brokerage announcements
- Marketing kick-off meeting with ownership
- Branding and key messages
- · A logo, color scheme and tag line
- Various collateral and electronic templates
- Online and print advertising
- · Direct mail and email announcements
- Marketing boards and tools
- Incentives / promotions as needed



SAMPLE MARKETING TIME LINE

STEP ONE: BRANDING

Camden County has established a brand for the area as the Camden County Eco-Complex with the Eco-Industrial Park being a part of Phase 1. Per our prior discussions, JLL's award winning marketing team will re-brand the park with a new name and logo to match Camden County's desire for the park. A sample branding process is as follows:

RESEARCH & ANALYSIS

- Clarify vision / goals
- Research and evaluate the market and competition
- Interview key stakeholders
- Analyze findings

BRAND STRATEGY

- Develop positioning strategy and brand identity / attributes
- Decide upon a name / names
- Write copy for mission and value statements

DESIGN CONCEPT

- Design a brand identity, including logo and color scheme
- Present visual strategy
- Examine applicability to the development and market

BRAND EXPRESSIONS

- Initiate trademark protection
- Design initial materials
- Build website
- Apply branding throughout process
- Develop social media strategy

LAUNCH BRAND

- Execute brand internally (first)
- Launch website
- Distribute materials
- Set up metrics
- Educate brand champions

MANAGE BRAND

- · Evaluate brand response
- Keep brand integrated throughout leasing strategy
- Continuously discuss the marketing strategy and analyze/ implement new initiatives within brand

TO HELP INCREASE YOUR ROI, YOU CAN RELY ON OUR MARKETING EXPERTS TO:

- DEVELOP CREATIVE MARKETING INITIATIVES TO SUPPORT SALES SERVICES
- CREATE COMMUNICATIONS TO ATTRACT POTENTIAL BUYERS
- PARTNER WITH BROKERAGE TO HELP ENHANCE THE PROPERTY'S MARKET PRESENCE

SAMPLE MARKETING TIME LINE

(CONTINUED)

STEP 2

- Work with Camden County to develop additional marketing material
- Identify and prioritize prospect lists and complete tailored packages for distribution
- Distribute brochures to relevant JLL associates
- Distribute property information to local, regional and state economic development offices
- Post property on all applicable websites
- Contact targeted prospects
- Report progress to Camden County
- Develop advertising campaign

STEP 3

- Review and expand lists of prospects, brokers, and site selection specialists through specialized strategic research methods
- Follow up with interested prospects and arrange on site visits
- Continue communication, correspondence and prospecting with Economic Development Partners
- Report progress to Camden County and submit marketing plan for the following months

STEP 4

- Continue contacting targeted prospects
- Commence negotiations as appropriate
- Continue cold-calling efforts with targeted firms
- Report progress to Camden County
- Revise all marketing material as appropriate based on feedback and corporate interest

^{*}All time lines are for representative purposes only. JLL Marketing will work with Camden County to determine strategy, time line and budget.



OUR SALES APPROACH

UNDERSTAND THE PROPERTY

 Identify challenges and develop story

ANALYZE THE MARKET

Market dynamics that affect the sale of the land

IDENTIFY THE BUYERS

- Identify buyer drivers and target profile
- Identify target buyers

DIFFERENTIATE THE OFFERING

- · Communicate specialty offering
- Identify partnering opportunities

EXECUTE THE STRATEGY

- Define key messages(s) quantify the benefits / value for the buyer
- Promote the brand marketing collateral and tools; PR
- Broker and buyer outreach

SELL THE PROPERTY

- Sell the vision
- Tours
- · Proposals and analysis
- Negotiation and execution



TARGETING THE BUYERS

JLL utilizes a comprehensive campaign when targeting buyers with the following major components:

LEVERAGE JLL RELATIONSHIPS

By leveraging these relationships within our firm, we're able to gain additional information regarding prospects in the market and easier access to these potential tenants.

HIT 'EM HIGH, HIT 'EM LOW

We track multiple positions within targeted firms and communicate on all levels: President, CFO, COO, Corporate Real Estate and Facilities Director among others.

EDUCATE BEFORE YOU SELL

Camden County has strategically identified the Industrial Park as a location that will help bring jobs into the area and allow businesses to thrive. Our task and opportunity is to communicate this vision to prospects and achieve commitment.

CREATE A NEED, FILL A NEED

In many instances, it is our early dialogue and communication regarding the benefits of being in an environment like the Industrial Park that prompts action. Our goal is to use the merits of the property as the basis against which prospective tenants evaluate any alternative option.







SECTION THREE

THE JLL DIFFERENCE

WHY JLL?

We distinguish ourselves from other real estate firms by a number of characteristics:

A FIRM FOCUS ON ETHICS

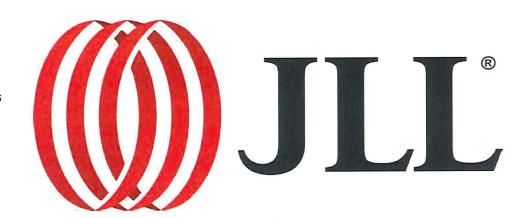
JLL is the only real estate advisory company named to the Ethisphere Institute's World's Most Ethical Companies List. We have been named to this list every year since 2008. JLL also received Ethics Inside Certification in recognition of our ethical business practices as well. The list recognizes 100 companies from around the world in 36 different industries for their commitment to ethical business practices. Additionally, we have been named one of "America's Most Trustworthy Companies" by Forbes Magazine and one of the "100 Best Corporate Citizens" by Corporate Responsibility (CR) Magazine, where ethics is a primary criterion among several other factors such as human rights and philanthropy.

Our commitment to behaving in a transparent manner with our clients combines with our strong ethical principles and programs to make us a global competitor.

FULLY INTEGRATED IN-HOUSE TEAM

We think that a key to our success and a differentiator from much of our competition is an unmatched commitment to in-house - not outsourced or franchised - professionals for skills and experience. Having our experts on board and steeped in our culture improves their ability to collaborate and deploy any of our resources to help you reach your goals. Our global scope and deep resources enable us to assemble the exact team to best serve your needs.

Our fully integrated in-house team also allows us to be your one-stop shop. As your needs and priorities for the center change throughout its life, we can connect you quickly and painlessly with our colleagues in all other facets of real estate.



TIMELY AND STRATEGIC IN-HOUSE RESEARCH

The value add of our in-house research teams is to put each client's leasing strategy in the context of the market. Our researchers look past facts and figures and interpret the data, translating your objectives into actionable intelligence.

With more than 30 years of historic data on the Mid-Atlantic market - updated in real-time - our research specialists deliver high quality, actionable insights to help you stay ahead of the game. JLL employs a team of full-time professional researchers dedicated to this region alone. We study the market, analyze trends and formulate strategies for our clients to get them the most value. Our market demand studies, feasibility assessments, forecasting studies, development advice and a range of regional and global independent expert reports facilitate sound, strategic decisions.

MID-ATLANTIC LAND SALES EXPERTISE

Our approach to land sales stems from many years of selling properties and refining our service delivery and platform based on what our clients tell us is most important: focus on solutions, solid financial analysis, creativity and excellent communication.

We emply innovative and effective sales and marketing strategies, and the disposition team that will represent you blends the shared knowledge and best practices of a leading global company with personal attention, unmatched relationships and one-stop customized services.

OUR FOCUS ON OPEN COMMUNICATION

As further detailed in our No Conflicts section, we are a transparent company with a high regard for honesty and open communication. In our mind, regular meetings and communication with the client better allow for expectations to be understood and exceeded; thus, contributing to the development's success. Our combined team will set meetings throughout the project life-cycle to ensure everyone remains on the same page.

OUR PIPELINE

JLL represents more Fortune 1000 companies than any other firm. We are routinely involved with some of the largest and highest profile corporate relocations. This inbound pipeline is the envy of every other firm.

THIRD PARTIES RECOGNIZE OUR STRENGTHS

JLL is able to recruit and retain the most accomplished talent in our industry due to the cumulative benefit of maintaining a highly ethical culture, a focus on Corporate Social Responsibility in areas such as diversity and sustainability, and a workplace that recognizes and awards accomplishments. We are proud of our myriad of awards and believe that we have earned them.

Our clients in turn, benefit from our proven Account Management approach, our ability to maximize skills and resources to meet client objectives and a commitment to building long-term and mutually beneficial relationships with clients. As a publicly traded firm, our financial stability is transparent, and our client retention rate and thought leadership ensure predictable outcomes.





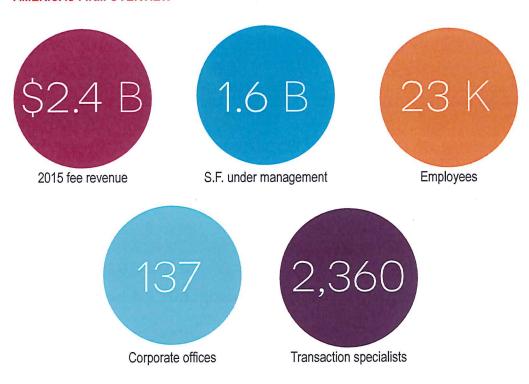




OVERVIEW

JLL is a professional services and investment management firm offering specialized real estate services to clients seeking increased value by owning, occupying and investing in real estate. A Fortune 500 company with annual fee revenue of \$5.2 billion, JLL has more than 300 corporate offices, operates in more than 80 countries and has a global workforce of more than 65,000. On behalf of its clients, the firm provides management and real estate outsourcing services for a property portfolio of 4.0 billion square feet; and completed \$138 billion in sales, acquisitions and finance transactions in 2015. Its investment management business, LaSalle Investment Management, has \$58.3 billion of real estate assets under management. JLL is the brand name, and a registered trademark, of Jones Lang LaSalle Incorporated.

AMERICAS FIRM OVERVIEW



SERVICE CAPABILITIES

We are experienced in and offer the following services to our clients.

- Agency Leasing
- · Logistics & Supply Chain Management
- Industrial
- Bio-Medical and Life Sciences
- Project and Development Management
- Capital Markets
- Tenant Representation
- · Real Estate Investment Banking / Merchant Banking
- Property Management
- Corporate Finance
- · Facilities Management / outsourcing
- Hotel Advisory
- Energy and sustainability services
- Valuations
- · Value recovery and receivership services
- Consulting

SECTION FOUR

OUR TEAM

JLL'S PROPOSED TEAM

JLL has assigned the most experienced and talented team of professionals to lead the sale of the development. The team has a proven and successful track record providing specialized landlord advisory services for our clients. Deborah Stearns, a Senior Vice President in JLL's Hampton Roads office will lead the team and be the main point of contact for the stakeholders.



Deborah Stearns, CPM, SIOR
Team Lead / Brokerage
Senior Vice President



Erin Corrie
Brokerage
Senior Associate



Kris Kennedy Brokerage Associate



Amy Ford
Marketing Lead
Senior Marketing Manager



Michael Metzger Research Lead Analyst / Brokerage Support



Sejla Hoareau
PDS
Project Manager



Lauren LeBlanc Marketing / Branding Marketing Associate



Rebecca Vega Brokerage Assistance Brokerage Coordinator

^{*}Additional brokers and brokerage support members will be added as the project demands, including the graphic design team.



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Deborah Stearns, CPM, SIOR Senior Vice President | Brokerage | Team Lead

Deborah is a Senior Vice President with JLL's Hampton Roads office. Deborah brings extensive brokerage experience and strategic leadership and expertise. Deborah specializes in office and industrial property sales and leasing, and commercial development. Deborah is a consistent top producer.

Experience

Deborah brings 35 years of experience in commercial real estate to assist clients and identify solutions. Prior to joining JLL Deborah was a Senior Vice President at Harvey Lindsay Commercial Real Estate. She previously served as Managing Director at Advantis Real Estate Services, President of Goodman Segar Hogan Hoffler, Hampton Roads, and Vice President of Rowe Development Company in her career development. Deborah has been active in the community and has received several leadership awards. She was inducted into the Junior Achievement Business Hall of Fame in 2015.

Education

B.S. in Business Administration, Old Dominion University, Norfolk, Virginia University of Virginia, Developing Managerial Excellence

Affiliations

- BB&T, Norfolk Advisory Board (2003 present)
- Commercial Real Estate Women (CREW) Founding member
- Hampton Roads Chamber of Commerce, Chair (2012-2013)
- Hampton Roads Global Commerce Club, Board of Directors
- Institute of Real Estate Management, Certified Property Manager (CPM)
- ODU, Center for Real Estate & Economic Development (CREED)
- Specialist in Office & Industrial Real Estate (SIOR)
- · Town Point Club, Board of Governors
- United Way Foundation Board of Trustees, Chair
- Urban League of Hampton Roads, Trustee Council



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Erin Corrie Senior Associate | Brokerage

Erin Corrie is a Senior Associate with JLL's Mid Atlantic Industrial Group and is based in the firm's Hampton Roads. With over a decade of experience marketing port, warehouse, distribution, manufacturing and waterfront industrial opportunities for the Virginia Port Authority prior to joining JLL in 2013; she is extremely familiar with the market and a great asset to her clients. Erin is a member of the JLL Port Airports and Global Infrastructure team and specializes in maritime-related industrial waterfront dispositions as well as tenant representation for users engaged in port-related businesses.

Experience

Erin moved from Baltimore, Maryland to Virginia in 1997 to work for a liquid bulk import/export transfer company. Her terminal operations experience connected her with the maritime community on the Southern Branch of the Elizabeth River as well as the international shipping community. Interacting with freight forwarders, custom house brokers, pilots, coast guard, ship agents, railroads, and the port, Erin has established extensive contacts throughout the global shipping community.

In 2001, Erin took a position with the Virginia Port Authority as part of the Business Analysis and Strategy Team. After five years developing growth strategies for the port, she was placed in a more client-facing role to work directly with Economic Development, specifically with waterfront industrial opportunities. When the port closed Portsmouth Marine Terminal in 2010, Erin was tasked with identifying opportunities to expand the container and break bulk portfolio of the port to include bulk and manufacturing opportunities that could capitalize on the deep draft and dual class I rail access. Through this maritime experience, Erin identified potential interested users leading to comprehensive feasibility studies of terminal developments for industries including: paper, aggregates, sulfur, grain, wood pellet, plastic pellets, cold storage, bulk liquid, and automotive processing.

Education

B.S. in Management, Economics and Finance, Virginia Wesleyan College, Norfolk, Virginia

Affiliations

- Commercial Real Estate Women, Past President of the Hampton Roads Chapter
- Urban Land Institute, Hampton Roads Chapter
- · Hampton Roads, Global Commerce Council
- Hampton Roads Association of Commercial Real Estate
- · Virginia Maritime Association



+1 757 965 2390 kris.kennedy@am.jll.com

Kris Kennedy Associate | Brokerage

Kris Kennedy is a commercial real estate advisor for JLL with a focus on Agency Leasing and Tenant Representation for industrial clients within the Hampton Roads market. With a background in industrial logistics, he understands the different aspects of industrial facilities and is able to apply that knowledge while assisting his clients with a comprehensive service platform including contract negotiation, site selection, business development and property marketing.

Experience

Before joining JLLs brokerage team, Kris worked for a third-party logistics company as a Capacity Account Manager. In this position, he worked with a team to manage carriers / logistics in order to save his clients money and assist in making their supply chain more efficient. This experience as well has his sales experience allow Kris to be a great asset to his clients.

Education

B.S. in Business Management, Virginia Polytechnic Institute and State University, Blacksburg, Virginia

Affiliations

- Member Tidewater Hokie Club
- Member Virginia Tech Alumni Foundation

SECTION FIVE

NO CONFLICTS OF INTEREST

JLL HAS NO CONFLICTS

JLL and the designated account team hold ethics, fiduciary responsibilities and client loyalties to the highest standards. Our firm is committed to establishing successful, long-term client relationships and employs a transparent approach to managing any conflicts of interest, or the appearance of any conflict, to further advance that commitment. Given the unique nature of the Industrial Park, JLL does not have any true direct or indirect conflicts of interest where JLL or any of its agents on the leasing team would have conflicting interest. Further, no one on the leasing team or any of the agents in the office have ownership interests in any of the proposed developments in the area.

ADDRESSING POTENTIAL CONFLICTS

At JLL, we take the issue of conflict very seriously. We disclose early and on a continuing basis any circumstances that might give rise to the appearance of conflict. In the rare instance of a situation where a conflict exists, we use strictly defined protocols to ensure our clients' real estate opportunities are not compromised. Our approach regarding conflicts is completely transparent, and we employ a methodology that ensures full integrity and confidentiality.

- Full disclosure: Provide immediate and full disclosure of any property actively represented by JLL that is classified as direct competition for the subject property driven by available rentable space and market timing.
- Remove subjectivity: Thoroughly define, understand and quantify all requirements jointly with our clients, thereby removing subjectivity from our recommendations.
- Focus on ethics: Strive to maintain a behavioral difference, including collegiality and strict adherence to business ethics by annually updating and individually committing to our firm's Code of Business Ethics.
- Safeguard information: Implement appropriate partitions both personally, with colleagues and technologically with data to ensure that any unintentional overlap or sharing of information is avoided.

We hold our alliance partners and service providers to the same ethical standards as we do our employees, including the requirement to operate according to the same global policies and procedures. The designated account team guarantees that communication and execution will ensure that the Camden County's interests are never compromised.

COMPETITIVE BUILDING PRESENTATION

Given our footprint in the commercial real estate market, there may be instances where JLL personnel are engaged in Agency Leasing work (landlord representation) or in the management of buildings that are classified as direct competition to the subject property. Although we recognize and give appropriate weight to this situation, we believe that an objective recitation of the facts surrounding such agencies reveals that our structure removes the possibility of a conflict in this instance.

In the event that we are retained to provide agency leasing services for an asset with a similar availability profile to that of an existing asset within our local portfolio, we implement the following procedures:

- · Provide immediate and full disclosure
- Manage all communications with inquiring real estate professionals and interested tenants consistently, professionally and respectfully
- Prohibit any kind of communication about the project between our competing landlord teams by implementing an "ethical wall," prohibiting communication between the two sides
- Ensure that our communications and proposals are stored in passwordprotected directories
- Ensure that all team members serving your project execute an appropriate
 Confidentiality Agreement in addition to their commitment to our Global Code of
 Ethics, to reinforce our team's personal commitment to Camden County.

CLIENT COMMITMENT

When both clients have consented to continued representation by JLL, we will proceed with the assignment, using the conflict avoidance procedures reviewed and approved by each client. If one or both clients are not comfortable with the perceived conflict, JLL will withdraw from the representation of one of the clients party to the requirement.

BENEFITS OF AN INTEGRATED PLATFORM

While JLL's integrated services platform requires rigorous attention to processes and procedures employed to manage conflicts, it also provides numerous other benefits to clients. Our clients gain access to the non-confidential information flow between the three elements of the real estate life cycle: tenants, landlords and capital markets. This information results in deeper, broader research that helps gauge and monitor the market, better understand options available, structure deals that benefit clients and recommend asset financing and financial structures that reach corporate goals.



SECTION SIX

PROPOSED FEES

PROPOSED FEE STRUCTURE

The following is our proposed fee structure for this sale of the development. Please note that marketing is not included in the fee structure, as a marketing plan will be developed per an agreed upon budget with the client. Property listings on CoStar, LoopNet and JLLs site as well as a brand (logo & name), flyer / brochure and website will be completed at no charge.

1. Sale

- Transaction without a Cooperating Broker Fee equivalent to eight percent (8%) of the gross total sale shall be paid by Camden County to JLL.
- <u>Transaction with a Cooperating Broker</u> Fee equivalent to ten percent (10%) of the gross total sale shall be paid by Camden County to JLL and split with the Cooperating Broker.

2. Time of payment

• 100% of the commission shall be due and payable upon successful closing of the sale.

ADDENDUM ONE

JLL'S PROJECT &
DEVELOPMENT SERVICES

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PROJECT & DEVELOPMENT SERVICES

CLIENTS WE SERVE

- Corporations
- Educational institutions
- · Financial institutions
- Government agencies
- Healthcare institutions

- · High-net worth individuals
- Investors
- Law firms
- Life Science
- Not-for-profits

WHAT WE SPECIALIZE IN

- Life Science / Biotech facilities
- Call centers
- · Critical environments
- Data centers
- Hospitals
- Hotels
- Industrial
- Land
- Mixed-use

- Museums
- Office
- R&D centers
- Residential
- Retail
- Shopping centers
- Sports arenas
- Transportation centers





THANK YOU FOR YOUR CONSIDERATION

This proposal includes data that shall not be disclosed outside the government and shall not be duplicated, used or disclosed – in whole or in part – for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offer as a result of – or in connection with – the submission of this data, the government shall have the right to duplicate, use or disclose the data to the extent provided in the resulting contract. This restriction does not limit the government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction is contained within the proposal.

Notwithstanding any term in the Agreement to the contrary, Jones Lang LaSalle shall retain all right, title, and interest in any and all intellectual property: (i) created by Jones Lang LaSalle prior to this Agreement, including (without limitation) Jones Lang LaSalle proprietary software programs and processes for providing services and (ii) created by Jones Lang LaSalle during the term of the Agreement in the normal course of business for Jones Lang LaSalle's clients generally. Upon Client request, at contract completion Jones Lang LaSalle will provide in a format readable by non-JLL proprietary software all Client computer data and information that Jones Lang LaSalle created under the contract.

Packet Pg. 60

The Twiford Law Firm, P.C.

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John S. Morrison
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December 9, 2016

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WEBSITE: www.twifordlaw.com

Please Respond To: Moyock

To: Michael Brillhart VIA EMAIL

Dear Michael,

Last week I met at some length with Dan and David in the planning department as well as our tax collector, Lisa. The purpose of the meeting was to discuss a subdivision violation arising from a conveyance in May of 2015 from Evelyn Elizabeth Williams, now deceased, to Gus Wooddrow McPherson, a life estate with the remainder to Scot Berry McPherson and Joseph Edwin McPherson. This transaction involved farm land situate in South Mills township. In brief, Ms. Williams conveyed a tract of farm land to the Mcphersons with the following language in the deed.

There is also excepted from the above described tract or parcel the Grantors House and Lot which is located immediately next to the above designated parcel and consist of one acre +/-

As you can see, agricultural property was conveyed but excepted from the conveyance, was a rather vaguely described house and lot of approximately one acre belonging to the Grantor.

The property was subdivided into a one acre residential tract and a multi acre farm tract. Such a division is not allowable under an administrative decision and would require subdivision approval from the Board of Commissioners.

Unfortunately, this illegal subdivision was not picked up when the deed was presented to the tax office and therefore approval was given. Immediately thereafter the deed was recorded. Further complicating a remedy by any reconveyance procedures is the fact the original Grantor, Ms. Williams, is now deceased. Her son Alvin A. Hess inherited the property.

When this matter came to the attention of our planning department in the spring, the county contacted the drafting attorney who represented both Ms. Williams and the McPhersons requesting reconveyance to Ms. Williams so as to avoid the illegal subdivision. Additionally, suggestions were made as to how a subsequent conveyance under the family subdivision exception might be utilized to effect a subsequent legal conveyance to Mr. MPherson and his sons. The response to our planning office from Mr. Mullen was simply "this is the way they wanted it done". I was thereafter consulted and the grantor, Ms. Williams died, shortly afterwards.

The interest of Lisa is who should get the tax bill. I have advised her the property should be taxed based upon the subdivision even though it is illegal. My reasoning is the Deed should not have been recorded, however even an unrecorded deed can convey title as to the Grantor and Grantee. We are aware of the existence of this deed and therefore the house and lot should be taxed to Alvin Hess and the land to the McPhersons.

The stickier problem arises as to what should be done regarding an illegal subdivision. Our remedies appear to be a violation notice to both Mr. McPherson and Mr. Hess and potentially assessment of \$100 a day fines as to them. We could also suggest they file a rezoning petition to allow the subdivision with the house and lot rezoned as residential. This obviously runs the risk of a spot zoning allegation. However, zoning has a 30 days statue limitation and if no one objects, that zoning will stand. Another thought was to encourage an application to the Board of Adjustments for a variance. However, if that board carefully follows the law it is highly unlikely a variance will be granted in that this is a problem of the parties own making. I am advised the McPherson are strongly motivated to do whatever is necessary and are very good people. Unfortunately, it appears Mr. Hess is not so cooperative.

Prior to undertaking any of this which could result in substantial litigation if we attempt to enforce fines or seek an injunction ordering a reconveyance, I believe this matter should be brought to the Board of Commissioners in closed session for their guidance. Since this involves potential litigation it is proper for a closed session. I have discussed with the tax office and the planning department implementing some mechanism to correct our current procedures so this does not happen again.

Finally, although this is an illegal subdivision we can anticipate an argument the county allowed this to happen and therefore gave its consent which it should now not be allowed to withdraw. Hence, another remedy may simply be to do nothing and tolerate this. Nevertheless, this will obviously pose problems when either party sells the existing lot. A title examination will disclose the subdivision is illegal and therefore any deed in this chain should not be recorded. A real brain teaser!

Please give me your thoughts. By copy of this letter I am also inviting Dan and Dave to correct any misunderstandings I may have in this complicated matter.

Warmest Personal Regards,

John S. Morrison

JSM:jlh

Doc ID: 000623020003 Type: GRP Recorded: 05/29/2015 at 02:23:20 PM Fee Amt: \$206.00 Page 1 of 3 Revenue Tax: \$180.00 Camden, NC Tammie Krauss Register of Deeds BK 335 PG896-898

NORTH CAROLINA GENERAL WARRANTY DEED

Mail/Box to: Gus Woodrow McPherson, Jr., 865 N Hwy 343 Camden, NC 27921 This instrument was prepared by: H. T. Mullen, Jr., Attorney at Law Brief description for the Index: THIS DEED made this GRANTOR Evelyn Elizabeth Williams, widowed GRANTOR GRANTE Gus Woodrow McPherson, Jr., a life estate and vested emainder to Scott Berry McPherson Joseph Edwin McPherson GRANTEE Gus Woodrow McPherson, Jr., a life estate and vested emainder to Scott Berry McPherson Joseph Edwin McPherson Jose	Excise Tax:	·	
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Printed by Agreement with the NC Bar Association – 1981 SoftPro Corporation, 333 E. Six Forks Rd., Raleigh, NC 27609			

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

IN WITNESS WHEREOF, the Grantor has do	uly executed the foregoing as of the day and year first above written.
(Entity Name)	Evelyn Elizabeth Williams, widowed
,	(OPAI)
Title:	(SEAL)
y:	(SEAL)
Title:	·
y:	(SEAL)
Title:	
tate of North Carolina - County of PASAUUTOUNK	
I, the undersigned Notary Public of the Count Godes	ty and State aforesaid, certify that Evelyn Elizabeth Williams, widowed
eknowledged the due execution of the foregoing instant amp or seal this 14 day of 1020	5 Cusso (immunas)
· ' ' - ' - ' - ' - ' - ' - ' - ' - ' -	ONotary Public
tate of North Carolina - County of	y and of site priviles and, certify that
ersonally came before me this day and acknowledge	d that he is the of, a North Carolina or
nat by authority duly given and as the act of such entity leed. Witness my hand and Notarial stamp or seal, th	y/general partnership/limited partnership (strike through the inapplicable), and y,he signed the foregoing instrument in its name on its behalf as its act and
Ty Commission Expires:	Notary Public
tate of North Carolina - County of	
I, the undersigned Notary Public of the County	y and State aforesaid, certify that
Vitness my hand and Notarial stamp or seal, this	day of, 20
fy Commission Expires:	· .
3	Notary Public
he foregoing Certificate(s) of	rtificate are duly registered at the date and time and in the Book and Page shown
Register of	Deeds forCounty
у:	Deputy/Assistant - Register of Deeds
NC Bar Association Form No. L-3 © 1976, Revised © rinted by Agreement with the NC Bar Association –	© 1977, 2002 1981 SoftPro Corporation, 333 E. Six Forks Rd., Raleigh, NC 27609

NORTH CAROLINA

LAST WILL AND TESTAMENT

CAMDEN COUNTY

Prepared by H. T. Mullen, Jr.

I, EVELYN ELIZABETH RAWLINGS WILLIAMS, of Camden County, North Carolina, declare this to be my Last Will, hereby revoking all Wills and Codicils heretofore made by me.

ARTICLE I

I direct that all my just debts, funeral expenses, inheritance or estate taxes, and the cost of administration of my Estate be paid out of the assets of my Estate as soon as practicable after my death.

ARTICLE II

Section 1. I bequeath the sum of \$500.00 to MARY REBECCA WILLIAMS MORMAN, if she shall survive me.

Section 2. I bequeath the sum of \$500.00 to JANE T. WILLIAMS, if she shall survive me.

ARTICLE III

Section 1. I bequeath and devise all the rest and residue of property which I may own at the time of my death, real or personal, tangible or intangible, of whatsoever nature and wheresoever situate, including all property which I may acquire or become entitled to after the execution of this Will, including all lapsed legacies and devises to ALVIN A. HESS.

ARTICLE IV

Section 1. I appoint ALVIN A. HESS to be Executor of this my Last Will, and I direct that no surety be required on the bond of ALVIN A. HESS, Executor hereunder.

Section 2. In the event, at the time of my death, ALVIN A. HESS shall fail to qualify as Executor hereunder, or having qualified, shall die or resign, then in such event, I appoint ANN NETTLES to be Executrix of this my Last Will. I direct that no surety be required on the bond of ANN NETTLES, Executrix hereunder.

ARTICLE V

I hereby grant to my Executor and Executrix established above, the continuing,

LAW OFFICE OF IERBERT T. MULLEN, JR. ELIZABETH CITY, NC absolute, discretionary power to deal with all property, real or personal, held in my Estate as freely as I might in the handling of my own affairs. Such power may be exercised independently and without the prior or subsequent approval of any Court or judicial authority, and no person dealing with the Executor and Executrix shall be required to inquire into the propriety of any of their actions. Without in any way limiting the generality of the foregoing and subject to the North Carolina General Statutes Section 32-26, I hereby grant to my Executor and Executrix hereunder all the powers set forth in North Carolina General Statutes Section 32-27, and those powers are hereby incorporated by reference and made a part of this instrument and such powers are intended to be in addition to and not in substitution of the powers conferred by law.

> Exclyn Elizabeth Rawling (SEAL) EVELYN ELIZABETH RAWLINGS WILLIAMS

Signed, sealed, published and declared by the said EVELYN ELIZABETH RAWLINGS WILLIAMS, to be her Last Will and Testament in the presence of us, who at her request and in her presence, and in the presence of each other, do hereunto subscribe our names as witnesses thereto.

Tex S. Abhisic Residing at Elizaboth City, nc Belinda Wathers Residing at Elizabeth City, NC

NORTH CAROLINA

PASQUOTANK COUNTY

Before me, the undersigned authority, on this day personally appeared EVELYN ELIZABETH RAWLINGS WILLIAMS, Ten STATION and Telicology, known to me to be the Testatrix and the witnesses, respectively, whose names are signed to the attached foregoing instrument, and all of

LAW OFFICE OF ERBERT T. MULLEN, JR. ELIZABETH CITY, NO. The witnesses stated before me that the foregoing Will was executed and acknowledged by the Testatrix as her Last Will and Testament in the presence of the witnesses who, in her presence and at her request, subscribed their names thereto as attesting witnesses, and that the Testatrix at the time of the execution of this Will, was over the age of eighteen (18) years old and of sound and disposing mind and memory.

EVELYNELIZABETH RAWLINGS WILLIAMS, Testatrix

Witness

Belinda Workers

Subscribed, sworn and acknowledged before me by EVELYN ELIZABETH RAWLINGS WILLIAMS, the Testatrix, subscribed and sworn before me by Ten S. Pholisic and Belindo Worthing, the witnesses, this the 9th day of worth, 2005.

sinst. Ensile

Notary Public

My Commission Expires:

9-21-2008



LAW OFFICE OF ERBERT T. MULLEN, JR. 2011 00T -3 P 2: 30 CAMDEN CO., C.S.C.

EXHIBIT A

Beginning at a point, said point being presently designated by a pin, same being located on the Western right of way of NC Hwy 343 which has a 100 foot right-of-way at a point said point being 1.2 miles to the junction of NC Road #1208 and from said point of beginning thence continuing along the center of a ditch South 33° West 2650 feet to a point, thence South 18° 30" West to a point, thence South 43° West 152 feet to a point, thence South 12° West 395 feet to a point, thence South 18° East 138 feet to a point, thence South 45° East 251 feet to a point, thence South 55° 45" East 72 feet to a point, thence South 80° 30" West 184 feet to a point, thence South 89° West 128 feet to a point, thence North 55° 30" West 89.0 feet to a point, thence North 2° 30" West 177 feet to a point, thence North 21° West 139 feet to a point, thence North 51° West 121 feet to a point, thence North 81° West 182 feet to a point, thence North 73° 30" West 130.5 feet to a point, thence North 84.5° West 249.5 feet to a point, thence North 49° West 125 feet to a point, thence North 0° 30" East 162 feet to a point, thence North 61° 30" East 336 feet to a point, thence North 71° East 200 feet to a point, thence North 85° East 142 feet to a point, said point being designated by a chopped Maple and same is located on the edge of an Island, thence North 11° 30" East 434 feet to a point, thence North 0° 30" East 387 feet to a point, thence North 11° East 215.5 feet to a point, said point being designated by a chopped Beach and Gum, thence North 57° West 97 feet to a point, thence North 33° East 1776.6 feet to a point, said point being located on the Western right-of-way of NC Highway # 343, thence continuing along NC Highway #343 South 60° 31" East 997 feet to a point, being the said point and place of the beginning.

There is excepted from the above described tract or parcel that certain lot containing 1 acre, +/-, as described in Cabinet 3 Slide 71A of the Camden County Public Registry, said property being presently owned by Sharon G. Camillucci. There is also excepted from the above described tract or parcel the Grantors House and Lot which is located immediately South of the above designated parcel and consist of 1 acre, +/-. Both of these houses and lots each consisting of 1 acre, +/-, and are excepted from the conveyance of the lands hereinabove described.

The above described tract or parcel is described by that certain map or plat, same having been prepared by Henry Cunningham, Registered Surveyor, on the 17th of May, 1972 and the said plat is referred to as "Lands of Rebecca Williams, South Mills Township" the aforesaid map or plat, with the exception of the two 1 acre, +/- lots, is by reference incorporated herein.



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Old Business

Item Number: 3.E

Meeting Date: January 03, 2017

Submitted By: Angela Wooten, Clerk to the Board

Administration

Prepared by: Angela Wooten

Item Title Memorandum of Understanding Between BOC and School

Board

Attachments: MOU BOC and School Board (PDF)

Summary:

Recommendations from County Attorney

Recommendation:

For discussion and possible action.

The Twiford Law Firm, P.C.

Russell E. Twiford (Retired)
John S. Morrison
Edward A. O'Neal
H.P. Williams, Jr.
R. Mark Warren
Courtney S. Hull
Lauren Arizaga-Womble
Megan Morgan
Whitney A. Young

Attorneys At Law

P.O. Box 669
111 Currituck Commercial Drive
Moyock, North Carolina 27958-0669
Telephone (252) 435-2811
Facsimile: (252) 435-9974

December 28, 2016

Elizabeth City Office 203 North Road Street Elizabeth City, NC 27907-0099 Telephone (252) 338-4151 Telecopier (252) 338-8546

WEBSITE: www.twifordlaw.com

Please Respond To: <u>Moyock</u>

Camden County Manager Michael Brillhart VIA EMAIL

Re: Amendment to APFO MOU with School Board

Dear Michael,

This simple matter has proved more tedious than I thought. In addition to reviewing the memorandum of understanding under date of April 16, 2007, I have now completed a fairly thorough review of the adequate public facilities ordinance itself. I can only locate one instance in the ordinance where the MOU is referenced. That occurs on the last page and it appears to have been thrown in as an afterthought. It is not entirely clear as to the purpose of the MOU other than as an agreement that both the Board of Commissioners and the School Board are approving and agree to enforce the APFO.

However, there are enough public policy phrases in the original ordinance that can serve as the source of a liaison committee between the two boards we are now creating. Therefore, I do not find it necessary to amend the ordinance itself but only the MOU. I believe this may best be accomplished by the amendment I drafted and am attaching hereto. I would be most pleased to get your thoughts. After we have agreed upon the wording, we can obtain approval from the Board of Commissioner in open session and again perhaps on the consent agenda, then forward the same to the School Board for their approval. This can be done by me contacting the school board Attorney, but perhaps it would be more effective if our chairman contacted the School Board chairman and explained what we are trying to accomplish.

I will await your further comments and instructions.

Warmest Personal Regards,

John S. Morrison

AMENDMENT TO MEMOURANDUM OF UNDERSTANDING BETWEEN CAMDEN COUNTY AND THE CAMDEN COUNTY BOARD OF EDUCATION UNDER DATE OF APRIL 16, 2007

This amendment to the above captioned memorandum of understanding (MOU) is entered by the referenced governing boards effective on the dates hereafter appearing by the Chairpersons signatures, in open session, as by law required.

RECITALS

- 1. The parties entered into the recited MOU to promote cooperation in executing a County Ordinance, No, 2007-01-01 entitled: AN ORDINACE OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS REGARDING ADEQUATE PUBLIC FACILITIES.
- 2. The same, in section 1 and 2 thereof, provides for the establishment of a committee composed of Board Members and their staff to meet quarterly to discuss issues associated with the Adequate Public Facilities Ordinance.
- 3. Both parties have determined the public interest would be bettered served if meetings of the established committees were held with more frequency, increased representation from the Board of Commissioners, and the scope of discussions were expanded beyond the APFO to include all topics regarding County public education, including but not limited to, enrollment, growth, facilities, finance, budgets, Capital plant development and the like.

Now, therefore, it is agreed the MOU of April 16, 2007 shall be amended as follows and in no other regard:

Section 1 D shall be altered to appear as:

The County Manager; and the Chairman, or the Chairman's designee (from the Board of Commissioner) and one other member of the Board of commissioners...

Section 2 shall be altered by deleting the word "quarterly" appearing in the first paragraph and replacing it with the word "Monthly"

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ADOPTED BY THE CAMDEN CO	DUNTY BOARD OF COMMISSIONERS THIS THE
DAY OF	2017
	BY
	CLAYTON RIGGS
	CHAIRMAN CAMDEN
	COUNTY BOARD OF COMMISIONERS
ATTEST:	
ANGEL WOOTEN	
CLERK TOTHE BOARD	
ADDOPTED BY CAMDEN COUN	NTY BOARD OF EDUCATION THIS THE
DAY OF 201	
	Ву
	, CHAIRMAN
	CAMDEN COUNTY BOARD OF EDUCATION
ATTEST:	
SECRETARY TO THE BO	
	J 1110



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 4.A

Meeting Date: January 03, 2017

Submitted By: Dave Parks, Permit Officer

Planning & Zoning

Prepared by: Angela Wooten

Item Title UDO 2016-08-10 B+M Investments of NC LLC - Mining

Operation

Attachments: Agenda Summary SUP Mining Operation (PDF)

UDO 2016-08-10 Findings of Facts(PDF)

UDO 2016-08-10 Bright Mine - Meiggs Tract (PDF)

Summary:

Public Hearing For UDO 2016-08-10 B+M Investments of NC LLC - Mining Operation

Recommendation:

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

MOTION MAD C. Riggs T. White G. Meiggs R. Krainiak R. Munro	—— —— —— ——
NO MOTION	
VOTE: C. Riggs T. White G. Meiggs R. Krainiak R. Munro ABSENT RECUSED	

Item Number:

Meeting Date: January 3, 2017

Attachments: SUP Findings of Facts with supporting documents

Submitted By: Planning Department

ITEM TITLE: Public Hearing – Special Use Permit

Application (UDO 2016-08-10) Mining

Operation for B&M Investments of NC, LLC

SUMMARY:

B&M Investments of NC, LLC was issued a Special Use Permit on July 16, 2007 for a Mining Operation at/near the end of Ponderosa Road. Due to the down turn in the economy and the demand for materials, the Special Use Permit expired. This is a new SUP application for the same use at the same location.

Planning Board met on October 19, 2016 to consider the Special Use Permit application and after discussion with staff, adjacent property owners and applicant, Planning Board tabled the application for consideration at their next meeting. On November 16, 2016, Planning Board recommended approval of the Special Use Permit application with the conditions as stated in Staffs Findings on a 6-0 vote.

RECOMMENDATION:

- 1) Hold Public Hearing.
- 2) Motion to amend agenda for consideration.

UDO 2016-08-10 Special Use Permit Findings of Facts

PROJECT INFORMATION

File Reference:

UDO 2016-08-10

Project Name;

Mining Operation 01-7082-00-68-8936

PIN: Applicant:

B & M Investments

Of NC, LLC

Address:

1075 N. Hwy 343

South Mills, NC

Phone:

(252) 771-5634

Email:

Agent for Applicant:

Address: Phone: Email:

Current Owner of Record: Same as applicant.

Meeting Dates:

9/21/2016

Planning Board

Board of Commissioners

Application Received:

8/18/2016

By: Dav

David Parks, Permit Officer

Application Fee paid: \$400 Check # 6322

Completeness of Application: Application is

generally complete

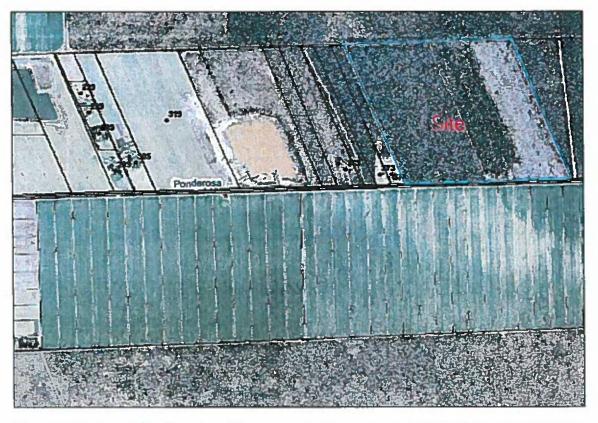
Documents received upon filing of application or otherwise included:

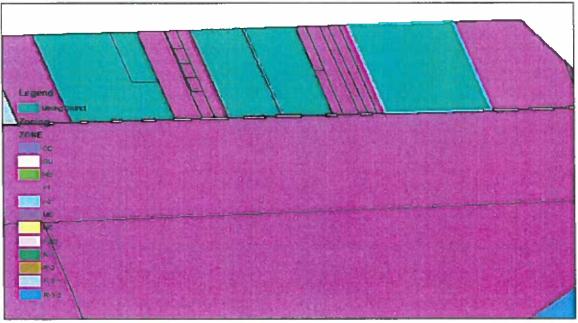
- A. Land Use/Development Application
- **B.** Mine Development Plan
- C. Aerial/Zoning Map
- **D.** Copy of expired SUP issued July 16, 2007
- E. NCDENR Mining Permit No. 15-12
- F. U.S. Army Corps of Engineers Permit

PROJECT LOCATION:

Street Address: End of Ponderosa Drive **Location Description**: South Mills Township

Vicinity/Zoning Map:





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REQUEST: Mining Operation (Use #14.300). Owners were granted a Special Use Permit (UDO 2007-05-15) for the mining operation which was approved by the Board of Commissioners on July 16, 2007. With the length of time to obtain NCDENR/Army Corps permits and down turn in the economy the Special Use Permit has expired.

SITE DATA

Lot size:

Approximately 113 acres in size

Flood Zone:

X

Zoning District(s):

Light Industrial (I-1)

Existing Land Uses:

Woodland

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	State of Virginia	Light Industrial	Light Industrial	Light Industrial
		(I-1)	(I-1)	I-1
Use & size	Woodland	Woodland/Farms	Woodland –	Single Family
		over 23 acres	approximately 95	Dwelling – 10
			acres	acres

Proposed Use(s): Mining Operation

Description of property:

Property is a wooded parcel located at the VA/NC Boarder

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches:

Distance & description of nearest outfall:

Nearest outfall is Dismal Swamp Canal

Soils:

Predominant: Hyde (HyA)
Other: Belhaven Muck (BaA)

INFRASTRUCTURE

There are currently no utilities servicing the property.

Traffic: There will be a significant increase of traffic flow on Ponderosa Road

1. Utilities:

- A. Does the application include a letter or certificate from the District Health Department regarding septic tanks? Applicant requesting use of portable toilet.
- B. Does the applicant propose the use of public sewage systems? No
- C. Does the applicant propose the use of public water systems? No.
- **D.** Distance from existing public water supply system: Approximately 4.5 miles (Camden ECO Park).
- E. Is the area within a five-year proposal for the provision of public water? No
- F. Is the area within a five-year proposal for the provision of public sewage? No

2. Landscaping

- A. Is any buffer required? Yes. Indicated on site plan.
- B. Is any landscaping described in application: N/A
- 3. Findings Regarding Additional Requirements:
 - A. Endangering the public health and safety: If ingress/egress is proposed off Ponderosa Road (Private) staff feels that with the width of Ponderosa Road (30' easement) and current road conditions, proposed use will have an impact on the residents that utilize the road if not kept up to drivable standards.
 - B. <u>Injure the value of adjoining or abutting property</u>: Staff's opinion is that the proposed use will not injure the values of adjoining properties.
 - C. <u>Harmony with the area in which it is located</u>: Yes. The property is zoned for the proposed use. There was a Special Use Permit issued (attached) by the County for the same use.

D. Conformity with the Plans

- (1). <u>Land Use Plan –</u> Area is consistent with County's Future Land Use Map for proposed use.
- (2). Thoroughfare Plan Only access to site is off Ponderosa Road (Private 30' easement).
- (3). Other Plans officially adopted by the Board of Commissioners N/A

E. Will not exceed the county's ability to provide public facilities

- (1). Schools No impact.
- (2). Fire and rescue Little impact.
- (3). Law Enforcement Little impacct.
- F. Other County Facilities N/A

Planning Staff is recommending approval to re-issue a new Special Use Permit with the following conditions (taken from previous Special Use Permit):

- 1. The applicant must strictly abide by all requirements of the Unified Development Ordinance of Camden County, North Carolina, and must also strictly comply with all other local, state, and federal ordinances, laws, rules and regulations as one or more ordinances, laws, rules and regulations may apply to this development.
- 2. The applicant shall complete the development strictly in accordance with the approved plans contained in the file titled UDO 2016-08-10.
- 3. Applicant shall aid in maintaining the upkeep of Ponderosa Road to current conditions.

- 4. Applicant shall retain the cut over trees that lay within the buffer area indicated on site plans.
- 5. Hours of operations shall be: April 1 October 31, 7:00 AM-6:00 PM, Monday thru Friday and; November 1 March 31, 7:00 AM 5:00 PM, Monday thru Friday.
- 6. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this approval in its entirety shall be void and have no effect.



Land Use/Development Application County of Camden, North Carolina

Depending upon the type of proposal, the proposal may require a Zoning Permit, Conditional Use Permit, or Special Use Permit. This form is used as the start of application process. All applicants must submit a site plan (see "Minimum Site Plan Requirements") and a valid Health Department permit. Applicants for a Conditional Use Permit or Special Use Permit should review the "Requirements for Conditional Use Permit and Special Use Permit Applications".

Applicants for a subdivision must submit this form as their Special Use Permit application.

Please consult the Planning Office (1-252-338-1919) with any questions about your application.

Please Do Not Write in this Box

PIN:

01-7082-00-68-8936

UDO# 2016 - 08 - 10

Date Received: 8/18/2016

Received by: DP

Zoning District: Light Industrial - 11

Fee Paid \$ 400.00

PLEASE PRINT OR TYPE

RICK # (322 Applicant's Name: B & M Investments of NC LLC If the Applicant is acting as agent for another person (the "principal"), please give that person's name on the line below and submit a copy of the agency agreement/letter with this Application. Applicant's Mailing Address: 1075 N. Highway 343 South Mills, NC 27976 **Daytime Phone Number:** (<u>252</u>) <u>771-5634</u> Street Address Location of Property: End of Ponderosa Road, South Mills Township General Description of Proposal: Mining Operation - Use #14.300 - 54 P I swear or affirm that the foregoing information and all attachments hereto (now or subsequently provided as part of this application) are true and correct to the best of my knowledge. Signed: Sanger Meggs

Dated: 8/18/16 * Information to be filled out by Planning Department *Is the Property in a Watershed Protection area? No *Flood Zone (from FIRM Map): X *Taxes paid? _____ no

FILED in Camdon County, NC en Aug 20 2007 at 01:18:40 PM by Poppy C. Kight Register at Deeds BOOK 253 PAGE 497

AN ORDER GRANTING A SPECIAL USE PERMIT BY THE BOARD OF COMMISSIONERS CAMDEN, NORTH CAROLINA

The Board of Commissioners for the County of Camden, North Carolina, having held a public hearing on Monday, July 16, 2007 to consider an application for a Special Use Permit by B & M Investments of NC LLC and having heard all of the evidence presented at the hearing makes the following FINDINGS OF FACT and draws the following CONCLUSIONS:

It is the Board's CONCLUSION that the Special Use Permit be issued subject to certain conditions listed below.

This CONCLUSION is based upon the following FINDINGS OF FACT:

- 1. Name of Applicant: B & M Investments of NC LLC
- 2. Agent for Applicant: Gary Meiggs
- 3. Address of Agent: 1075 North Highway 343 South Mills, NC 27976
- 4. PIN: 01-7082-00-68-8936
- 5. Name(s) of Current Owner(s) of Record: B & M Investments of NC, LLC
- 6. Street Address of Property: Not addressed
- 7. Location of Property: Adjacent to 370 Ponderosa Road
- 8. Flood Zone: X
- 9. Zoning District(s): Light Industrial (I-1)
- 10. Is a Zoning Change Required for the Proposed Use? No

UDO2007-05-15 Mining Operation Page 1 of 5

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- 11. General Description of the Proposal: Mining Operation "Bonney Bright Sand"
- 12. Table of Permissible Use #: 14.300
- 13. Date Application Received by County: May 8, 2007
- 14. Did the Applicant participate in a pre-application Conference? Yes
- 15. Received by: Dave Parks, Permit Officer
- 16. Application fee paid: \$400.00 by check # 1601
- 17. Completeness of Application: Application is generally complete.
- 18. Documents received upon filing application or otherwise included:
 - A. Land Use/Development Application
 - B. Deed
 - C. GIS Map
 - D. 10 Copies Proposed Commercial Site Plan
- 19. Soil Classifications:

Predominant: Hyde (HyA) Severe wetness, percs slowly
Other: Belhaven (BaA) Severe wetness, percs slowly

- 20. Adjacent Property Uses:
 - A. Predominant: Agriculture
 - B. Other: Some residential exists adjacent to property
- 21. Existing Land Uses: Timber
- 22. Utilities:
 - A. Does the application include a letter or certificate from the District Health Department regarding septic tanks? No.
 - B. Does the applicant propose the use of public sewage systems? No.
 - C. Does the applicant propose the use of public water systems? No.
 - D. Distance from existing public water supply system: Area not serviced.
 - E. Is the area within a five-year proposal for the provision of public water? No
 - F. Is the area within a five-year proposal for the provision of public sewage? No
- 23. Landscaping:
 - A. Is any buffer required? Yes, indicated in site plan.
 - B. Will trees be required along dedicated streets UDO Article 151.156? N/A
- 24. Findings Regarding Additional Requirements:
 - A. Endangering the public health and safety: If ingress/egress is proposed off Ponderosa road, staff feels that with the width of Ponderosa Road and current road conditions, proposed use will have a severe impact on the public health and safety. Road is currently utilized by another mining operation (Camden Yard Materials) and have received several complaints from residential property owners stating the dump trucks are tearing up the road to a point that they claim is not drivable. Erosion is severe at each culvert pipe crossing the road.
 - B. Injure the value of adjoining or abutting property: The application does not appear to injure the value of adjoining or abutting property.
 - C. Harmony with the area in which it is located: Yes, property zoned for commercial development, however staff feels unless an alternative access other than Ponderosa road is provided the proposed use is affect the harmony of the residents to utilize their property as residential.
 - D. Conformity with the Plans:

UDO2007-05-15 Mining Operation Page 2 of 5

BOOK 253 PAGE 499

- Land Use Plan: Area consistent with the county's future land use map. However, Article 151.034 of the Unified Development Ordinance, states that "mining operations should be located in very limited locations".
- 2. Thoroughfare Plan: Only access to site is off Ponderosa Road (Private ROW).
- 3. Other plans officially adopted by the Board of Commissioners: None
- E. Will not exceed the county's ability to provide public facilities:
 - 1. Schools: Proposed development will have no impact on schools.
 - 2. Fire and Rescue: During heavy rain events, road condition could prevent access by Fire and Rescue vehicles.
 - Law Enforcement: During heavy rain events, road condition could prevent access by Law Enforcement vehicles.
 Other County Facilities: None.
- F. Other: None.

Approved by the Board of Commissioners on August 6, 2007 vote with the following conditions:

- The applicant must strictly abide by all requirements of the Unified Development
 Ordinance of Camden County, North Carolina, and must also strictly comply with all
 other local, state, and federal ordinances, laws, rules and regulations as one or more
 ordinances, laws, rules and regulations may apply to this development.
- The applicant shall complete the development strictly in accordance with the plans approved by the Board of Commissioners of Camden County, North Carolina, and contained in the file titled UDO 2007-05-15.
- Applicant shall aid in maintaining the upkeep of Ponderosa Road to current conditions.
- Prior to any land disturbing activity, applicant shall provide an Erosion and Sedimentation Control Plan approved by the North Carolina Department and Environmental and Natural Resources (DENR).
- Prior to any land disturbing activity, applicant shall provide the Planning Office a copy of the Mining Permit approved by DENR.
- Applicant shall retain the cut over trees that lay within the buffer area indicated on site plans.
- Hours of Operations shall be April 1 October 31, 7:00 AM 6:00 PM, Monday thru
 Friday; November 1 March 31, 7:00 AM 5:00 PM, Monday thru Friday.
- If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this approval in its entirety shall be void and have no effect.

IN WITNESS WHEREOF, the County has caused this Special Use Permit to be issued in its name, and the undersigned, being all of the property owners/applicants of the property above described, do hereby accept this special use permit together with all its conditions as binding on them, their successors and their assigns in interest.

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BOOK 253 PAGE 500

I, Gary Meiggs, owner of the above-identified property do hereby acknowledge receipt of this Order authorizing the issuance of a Special Use Permit. The undersigned owner/applicant does further acknowledge that no work may be done pursuant to the Permit except in accordance with all of its conditions and requirements and that all restrictions shall be binding upon them, their assigns, and their successors in interest.

Gary Meige Applicate Property Owner

Date: 8-7-07

NORTH CAROLINA **CAMDEN COUNTY**

I, Dawn W. Forbes ___, a Notary Public in and for said state and county, do hereby certify that Gary Meiggs Applicant/Property owner, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and notorial seal the

2001

My commission expires: 7120 08

COUNTY OF CAMDEN

ATTEST:

I, David A. Parks, Permit Officer for Camden County, do hereby acknowledge receipt of this Order authorizing the issuance of a Special Use Permit. The undersigned individual does further acknowledge that no work may be done pursuant to the Permit except in accordance with all of its conditions and requirements and that all restrictions shall be binding upon them, their assigns and their successors in interest.

David A. Parks, Permit Officer

UDO2007-05-15 Mining Operation Page 4 of 5 Packet Pg. 83



North Carolina Department of Environment and Natural Resources Division of Land Resources **Land Quality Section**

James D. Simons, PG, PE Director and State Geologist Beverly Eaves Perdue, Governor Dee Freeman, Secretary

July 15, 2010

Mr. Bonney G. Bright 5513 Buzzard Neck Road Virginia Beach, Virginia 23457

Re:

Meiggs Tract Mine Camden County

Pasquotank River Basin

Dear Mr. Bright:

The application for a mining permit for the above referenced mine site has been found to meet the requirements of G.S. 74-51 of The Mining Act of 1971. As we have received the required security to cover this application, I am enclosing the mining permit.

The conditions of Mining Permit No. 15-12 were based primarily upon information supplied in the application with conditions added as necessary to insure compliance with The Mining Act of 1971. This permit expires on July 15, 2020. G.S. 74-65 states that the issuance of a mining permit does not supersede or otherwise affect or prevent the enforcement of any zoning regulation or ordinance duly adopted by an incorporated city or county or by any agency or department of the State of North Carolina.

As a reminder, your permitted acreage at this site is 113.89 acres and the amount of land you are approved to disturb is 102.0 acres.

Please review the permit and contact Ms. Judy Wehner, Assistant State Mining Specialist, at (919) 733-4574 of any objection or questions concerning the terms of the permit.

Sincerely, 1. Mals h

Francis M. Nevils, Jr., PE

Section Chief

FMN/iw

Enclosures: Permit No. 15-12

Notice of Issuance

CC:

Mr. Pat McClain, PE

Ms. Shannon Deaton -WRC, w/permit

Mr. William Gerringer-DOL, Mine and Quarry Bureau, w/o enclosures

US Fish and Wildlife Service, w/ permit
1612 Mail Service Center, Raleigh, North Carclina 27599-1612 • Telephone 919-733-4574 / FAX: 919-733-2876 512 North Salisbury Street, Raleigh, North Carolina, 27604 • Internet http://www.dlr.enr.state.nc.us.pages/landqualitysection.html An Equal Opportunity / Affirmative Action Employer - 50% Recycled / 10% Post Consumer Paper

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES DIVISION OF LAND RESOURCES LAND QUALITY SECTION

PERMIT

for the operation of a mining activity

In accordance with the provisions of G.S. 74-46 through 68, "The Mining Act of 1971," Mining Permit Rule 15A NCAC 5 B, and other applicable laws, rules and regulations

Permission is hereby granted to:

Bonney G. Bright

Meiggs Tract Mine

Camden County - Permit No. 15-12

for the operation of a

Sand Mine

which shall provide that the usefulness, productivity and scenic values of all lards and waters affected by this mining operation will receive the greatest practical degree of protection and restoration.

MINING PERMIT EXPIRATION DATE: July 15. 2020

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In accordance with the application for this mining permit, which is hereby approved by the Department of Environment and Natural Resources, hereinafter referred to as the Department, and in conformity with the approved Reclamation Plan attached to and incorporated as part of this permit, provisions must be made for the protection of the surrounding environment and for reclamation of the land and water affected by the permitted mining operation. This permit is expressly conditioned upon compliance with all the requirements of the approved Reclamation Plan. However, completed performance of the approved Reclamation Plan is a separable obligation, secured by the bond or other security on file with the Department, and may survive the expiration, revocation or suspension of this permit.

This permit is not transferable by the permittee with the following exception: If another operator succeeds to the interest of the permittee in the permitted mining operation, by virtue of a sale, lease, assignment or otherwise, the Department may release the permittee from the duties imposed upon him by the conditions of his permit and by the Mining Act with reference to the permitted operation, and transfer the permit to the successor operator, provided that both operators have complied with the requirements of the Mining Act and that the successor operator agrees to assume the duties of the permittee with reference to reclamation of the affected land and posts a suitable bond or other security.

In the event that the Department determines that the permittee or permittee's successor is not complying with the Reclamation Plan or other terms and conditions of this permit, or is failing to achieve the purposes and requirements of the Mining Act, the Department may give the operator written notice of its intent to modify, revoke or suspend the permit, or its intent to modify the Reclamation Plan as incorporated in the permit. The operator shall have right to a hearing at a designated time and place on any proposed modification, revocation or suspension by the Department. Alternatively and in addition to the above, the Department may institute other enforcement procedures authorized by law.

Definitions

Wherever used or referred to in this permit, unless the context clearly indicates otherwise, terms shall have the same meaning as supplied by the Mining Act, N.C.G.S. 74-49.

Expiration Date

This permit shall be effective from the date of its issuance until July 15, 2020.

Conditions

This permit shall be subject to the provisions of the Mining Act, N.C.G.S. 74-46, et. seq., and to the following conditions and limitations:

OPERATING CONDITIONS:

 A. Any wastewater processing or mine dewatering shall be in accordance with the permitting requirements and rules promulgated by the N.C. Environmental Management Commission.

- B. Any stormwater runoff from the affected areas at the site shall be in accordance with any applicable permit requirements and regulations promulgated by the Environmental Protection Agency and enforced by the N.C. Environmental Management Commission. It shall be the permittee's responsibility to contact the Division of Water Quality to secure any necessary stormwater permits or other approval documents.
- 2. A. Any mining process producing air contamination emissions shall be subject to the permitting requirements and rules promulgated by the N.C. Environmental Management Commission and enforced by the Division of Air Quality.
 - B. During mining operations, water trucks or other means that may be necessary shall be utilized to prevent dust from leaving the permitted area.
- 3. A. Sufficient buffer (minimum 50 foot undisturbed) shall be maintained between any affected land and any adjoining waterway or wetland to prevent sedimentation of that waterway or wetland from erosion of the affected land and to preserve the integrity of the natural watercourse or wetland.
 - B. Any mining activity affecting waters of the State, waters of the U. S., or wetlands shall be in accordance with the requirements and regulations promulgated and enforced by the N. C. Environmental Management Commission.
 - C. No dewatering activities at the site or discharges from the site shall occur until proof has been submitted to the Division of Land Resources that an NPDES permit has been issued from the Division of Water Quality.
- 4. A. Adequate mechanical barriers including but not limited to diversions, earthen dikes, silt check dams, silt retarding structures, rip rap pits, or ditches shall be provided in the initial stages of any land disturbance and maintained to prevent sediment from discharging onto adjacent surface areas or into any lake, wetland or natural watercourse in proximity to the affected land.
 - B. All drainage from the affected area around the mine excavation shall be diverted internal to said excavation or into the approved sediment and erosion control measures.
 - C. Mining activities shall occur as indicated on the Mine Development/Reclamation Plan Map last revised May 8, 2009 and the supplemental information received by the Land Quality Section on March 2, 2009, August 28, 2009, December 17, 2009 and March 19, 2010.

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Page 4

- 5. Groundwater monitoring wells shall be installed and monitored as deemed appropriate by the Department as follows:
 - A. Monitoring wells, shall be installed as specified in the "Adjacent Well Survey and Ground Water Monitoring Plan" last revised April 2010 and monitored at least bimonthly (twice per month) beginning 90 days prior to initiating any land disturbing activities at the site (other than the land disturbing activities needed to install the monitoring wells and the approved erosion and sedimentation control measures) to allow for the determination of pre-existing (static) groundwater levels and parameter levels. In addition, neighboring wells shall be monitored at least monthly 90 days prior to initiating any excavation. The operator shall notify the Department once all the monitoring wells are installed.
 - B. The well depths shall be as proposed in the "Adjacent Well Survey and Ground Water Monitoring Plan" last revised April 2010 and received on April 26, 2010.
 - C. The <u>monitoring</u> wells shall be drilled wells screened at the base depth of the excavation (the ultimate depth of the mine). The wells shall be secured against unauthorized entry with a lockable cap. The necessary permits or approvals to construct these wells shall be obtained from the N.C. Division of Water Quality, Groundwater Section.
 - D. The monitoring wells shall be monitored bimonthly (twice per month) at the same day and approximate time of day. The static water levels shall be measured with an accuracy of plus or minus 0.1 foot and shall be referenced to a datum point and a record of the water levels maintained. The bimonthly precipitation and the volume of pit water discharge shall also be recorded. Copies of these records shall be provided to the Department on or about the end of each month. Static water level monitoring frequency may be increased or decreased as deemed appropriate by the Department.
 - E. Any water supply wells affected by the mining operation shall be replaced by the operator.
- 6. All permit boundaries (113.89 acres) shall be permanently marked at the site on 100-foot intervals unless the line of sight allows for larger spacing intervals.
- 7. The angle for graded slopes and fills shall be no greater than the angle, which can be retained by vegetative cover or other adequate erosion control measure, structure, or device. In any event, exposed slopes or any excavated channels, the erosion of which may cause off-site damage because of siltation, shall be planted or otherwise provided with ground cover, devices or structures sufficient to restrain such erosion.
- 8. The affected land shall be graded so as to prevent collection of pools of water that are, or likely to become, noxious or foul. Necessary structures such as drainage ditches or conduits shall be constructed or installed when required to prevent such conditions.

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 Existing vegetation or vegetated earthen berms shall be maintained between the mine and public thoroughfares whenever practical to screen the operation from the public.

- 10. A. Sufficient buffer shall be maintained between any excavation and any mining permit boundary to protect adjacent property.
 - B. All buffers shall be maintained as indicated on the Mine Development/Reclamation Plan Map last revised May 8, 2009
- 11. A. No on-site disposal of refuse or other solid waste that is generated outside of the mining permit area shall be allowed within the boundaries of the mining permit area <u>unless</u> authorization to conduct said disposal has first been obtained from both the Division of Waste Management and the Land Quality Section, Department of Environment and Natural Resources. The method of disposal shall be consistent with the approved reclamation plan.
 - B. Mining refuse as defined by G.S. 74-49 (14) of The Mining Act of 1971 generated on-site and directly associated with the mining activity may be disposed of in a designated refuse area. All other waste products must be disposed of in a disposal facility approved by the Division of Waste Management. No petroleum products, acids, solvents or their storage containers or any other material that may be considered hazardous shall be disposed of within the permitted area.
 - C. For the purposes of this permit, the Division of Land Resources considers the following materials to be "mining refuse" (in addition to those specifically listed under G.S. 74-49 (14) of the N.C. Mining Act of 1971):
 - 1. on-site generated land clearing debris
 - 2. conveyor belts
 - 3. wire cables
 - 4. v-belts
 - steel reinforced air hoses
 - 6. drill steel
 - D. If mining refuse is to be permanently disposed within the mining permit boundary, the following information must be provided to and approved by the Division of Land Resources prior to commencement of such disposal:
 - 1. the approximate boundaries and size of the refuse disposal area:
 - a list of refuse items to be disposed;
 - 3. verification that a minimum of 4 feet of cover will be provided over the refuse:
 - 4. verification that the refuse will be disposed at least 4 feet above the seasonally high water table; and,
 - 5. verification that a permanent vegetative groundcover will be established.

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- 12. An Annual Reclamation Report shall be submitted on a form supplied by the Department by February 1 of each year until reclamation is completed and approved.
- 13. The operator shall notify the Department in writing of the desire to delete, modify or otherwise change any part of the mining, reclamation, or erosion/sediment control plan contained in the approved application for a mining permit or any approved revision to it. Approval to implement such changes must be obtained from the Department prior to onsite implementation of the revisions.
- 14. The security, which was posted pursuant to N.C.G.S. 74-54 in the form of a \$79,500.00 Irrevocable Standby Letter of Credit, is sufficient to cover the operation as indicated in the approved application. This security must remain in force for this permit to be valid. The total affected land shall not exceed the bonded acreage.
- 15. A. Authorized representatives of the Division of Archives and History shall be granted access to the site to determine the presence of significant archaeological resources.
 - B. Pursuant to N. C. G. S. 70 Article 3, "The Unmarked Human Burial and Human Skeletal Remains Protection Act," should the operator or any person in his employ encounter human skeletal remains, immediate notification shall be provided to the county medical examiner and the chief archaeologist, North Carolina Division of Archives and History.

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APPROVED RECLAMATION PLAN

The Mining Permit incorporates this Reclamation Plan, the performance of which is a condition on the continuing validity of that Mining Permit. Additionally, the Reclamation Plan is a separable obligation of the permittee, which continues beyond the terms of the Mining Permit.

The approved plan provides:

Minimum Standards As Provided By G.S. 74-53

- 1. The final slopes in all excavations in soil, sand, gravel and other unconsolidated materials shall be at such an angle as to minimize the possibility of slides and be consistent with the future use of the land.
- 2. Provisions for safety to persons and to adjoining property must be provided in all excavations in rock.
- 3. All overburden and spoil shall be left in a configuration which is in accordance with accepted conservation practices and which is suitable for the proposed subsequent use of the land.
- 4. No small pools of water shall be allowed to collect or remain on the mined area that are, or are likely to become noxious, odious or foul.
- 5. The revegetation plan shall conform to accepted and recommended agronomic and reforestation practices as established by the North Carolina Agricultural Experiment Station and the North Carolina Forest Service.
- 6. Permittee shall conduct reclamation activities pursuant to the Reclamation Plan herein incorporated. These activities shall be conducted according to the time schedule included in the plan, which shall to the extent feasible provide reclamation simultaneous with mining operations and in any event, provide reclamation at the earliest practicable time after completion or termination of mining on any segment of the permit area and shall be completed within two years after completion or termination of mining.

RECLAMATION CONDITIONS:

- 1. Provided further, and subject to the Reclamation schedule, the planned reclamation shall be to restore the mine excavation to a lake area and to grade and revegetate the adjacent disturbed areas.
- 2. The specifications for surface gradient restoration to a surface suitable for the planned future use are as follows:
 - A. The lake area shall be excavated to maintain a minimum water depth of four feet measured from the low water table elevation.

Page 8

- B. The side slopes to the lake excavation shall be graded to a 3 horizontal to 1 vertical or flatter to the water line and 2 horizontal to 1 vertical or flatter below the water line.
- C. Any areas used for wastepiles, screening, stockpiling or other processing shall be leveled and smoothed.
- D. No contaminants shall be permanently disposed of at the mine site. On-site disposal of waste shall be in accordance with Operating Condition Nos. 10A through 10D.
- E. The affected land shall be graded to prevent the collection of noxious or foul water.

3. Revegetation Plan:

After site preparation, all disturbed land areas shall be revegetated as per the Revegetation Plan approved by Mr. Dwane Hinson, District Conservationist with the Albemarle Soil and Water Conservation District on June 4, 2007.

Whenever possible, disturbed areas should be vegetated with native warm season grasses such as switch grass, Indian grass, bluestem and gamma grass.

In addition, the permittee shall consult with a professional wildlife biologist with the N.C. Wildlife Resources Commission to enhance post-project wildlife habitat at the site.

4. Reclamation Plan:

Reclamation shall be conducted simultaneously with mining to the extent feasible. In any event, reclamation shall be initiated as soon as feasible after completion or termination of mining of any mine segment under permit. Final reclamation, including revegetation, shall be completed within two years of completion or termination of mining.

Permit issued this 15th day of July, 2010.

James D. Simons, Director Division of Land Resources

By Authority of the Secretary

Of the Department of Environment and Natural Resources

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NOTICE OF ISSUANCE OF MINING PERMIT

You have previously expressed an interest and/or are listed as an adjoining landowner in the application for a mining permit filed by Bonney G. Bright to conduct mining activities off US Highway 17 in Camden County. The mining permit (no. 15-12) was issued on July 15, 2010.

North Carolina law allows persons aggrieved by the issuance of a mining permit to contest the decision by filing a petition for a contested case in the Office of Administrative Hearings pursuant to N.C.G.S. 150B-23 of the Administrative Procedure Act (APA).

If you believe that you are an aggrieved party within the meaning of the APA, a petition for a contested case must be filed in the Office of Administrative Hearings within sixty (60) days of the mailing of this notice to you.

If you file a contested case petition, it must be in writing and in the form prescribed by N.C. General Statutes 150B-23. File the original petition and one copy with the Office of Administrative Hearings, 6714 Mail Service Center, Raleigh, NC 27699-6714.

Any questions about filing a petition may be directed to the Clerk of the Office of Administrative Hearings by telephoning (919) 733-0926.

You must serve the **Department of Environment and Natural Resources** by mailing a copy of the petition to Ms. Mary Penny Thompson, Registered Agent and General Counsel, Department of Environment and Natural Resources, 1601 Mail Service Center, Raleigh, NC 27699-1601.

Jámes D. Simons

Director

Division of Land Resources North Carolina Department of Environment and Natural

Resources

This notice was mailed on

Brenda Harris

Mining Program Secretary

Corps Regulatory Official:

Expiration Date of Verification: March 18, 2017

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U.S. ARMY CORPS OF ENGINEERS

WILMINGTON DISTRICT

Action Id. SAW-2011-01138 County: Camden U.S.G.S. Quad: VA-LAKE DRUMMOND SE

	GENERAL PERMIT (REGIONAL AND NATIONWIDE) VERIFICATION			
	Permittee: Address:	B&M Investments, LLC. Bonney Bright 5563 Buzzards Neck Road Virginia Beach, VA, 23457		
,	relephone Number	<u>(757)721-5823</u>		
]	Size (acres) Nearest Waterway USGS HUC	113.89 Dismal Swamp Canal-ICW 03010205	Nearest Town River Basin Coordinates	South Mills Pasquotank Latitude: 36.548001 Longitude: -76.321851
		n: The project is located on an approxi mden County, North Carolina.	mately 115 acres ea	st of US17 on Ponderosa Drive near the town of
		ects area and activity: Project will involude a line with the waters of the US		undeveloped upland parcel and the installation of
	Applicable Law:	Section 404 (Clean Water Act, 33 U Section 10 (Rivers and Harbors Act,		
	Authorization: Regional General Permit Number or Nationwide Permit Number: NWP 7, NWP 13 SEE ATTACHED RGP or NWP GENERAL, REGIONAL AND SPECIAL CONDITIONS			
Your work is authorized by the above referenced permit provided it is accomplished in strict accordance with the attached conditions and your submitted application and attached information dated <u>July 28, 2016</u> . Any violation of the attached conditions or deviation from your submitted plans may subject the permittee to a stop work order, a restoration order, a Class I administrative penalty, and/or appropriate legal action.				
This verification will remain valid until the expiration date identified below unless the nationwide authorization is modified, suspended or revoked. If, prior to the expiration date identified below, the nationwide permit authorization is reissued and/or modified, this verification will remain valid until the expiration date identified below, provided it complies with all requirements of the modified nationwide permit. If the nationwide permit authorization expires or is suspended, revoked, or is modified, such that the activity would no longer comply with the terms and conditions of the nationwide permit, activities which have commenced (i.e., are under construction) or are under contract to commence in reliance upon the nationwide permit, will remain authorized provided the activity is completed within twelve months of the date of the nationwide permit's expiration, modification or revocation, unless discretionary authority has been exercised on a case-by-case basis to modify, suspend or revoke the authorization.				
	Activities subject to Section 404 (as indicated above) may also require an individual Section 401 Water Quality Certification. You should contact the NC Division of Water Quality (telephone 919-807-6300) to determine Section 401 requirements.			
				under the Coastal Area Management Act (CAMA) ent in Elizabeth City, NC, at (252) 264-3901.
	This Department of the Army verification does not relieve the permittee of the responsibility to obtain any other required Federa State or local approvals/permits.			
	If there are any questions regarding this verification, any of the conditions of the Permit, or the Corps of Engineers regulator program, please contact Krystvnka Stvgar at 910-251-4619 or Krystvnka.B.Stvgar@usace.armv.mil.			

Date: July 28, 2016

Determination of Jurisdiction:

A. Based on preliminary information, there appear to be waters of the US including wetlands within the above described project area. This preliminary determination is not an appealable action under the Regulatory Program Administrative Appeal Process (Reference 33 CFR Part 331).
B. There are Navigable Waters of the United States within the above described project area subject to the permit requirements of Section 10 of the Rivers and Harbors Act and Section 404 of the Clean Water Act. Unless there is a change in the law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.
C. There are waters of the US and/or wetlands within the above described project area subject to the permit requirements of Section 404 of the Clean Water Act (CWA)(33 USC § 1344). Unless there is a change in the law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.
D. The jurisdictional areas within the above described project area have been identified under a previous action. Please reference jurisdictional determination issued <u>August 1, 2011</u> . Action ID: SAW-2011-01138.
Basis for Determination: This site exhibits wetland criteria as defined in the 1987 Corps Wetland Delineation Manual and appropriate Regional Supplement. Remarks:
E. Attention USDA Program Participants
This delineation/determination has been conducted to identify the limits of Corps' Clean Water Act jurisdiction for the particular site identified in this request. The delineation/determination may not be valid for the wetland conservation provisions of the Food Securit Act of 1985. If you or your tenant are USDA Program participants, or anticipate participation in USDA programs, you should request a certified wetland determination from the local office of the Natural Resources Conservation Service, prior to starting work.
F. Appeals Information (This information applies only to approved jurisdictional determinations as indicated in B and C above).
This correspondence constitutes an approved jurisdictional determination for the above described site. If you object to this determination, you may request an administrative appeal under Corps regulations at 33 CFR Part 331. Enclosed you will find a Notification of Appeal Process (NAP) fact sheet and request for appeal (RFA) form. If you request to appeal this determination you must submit a completed RFA form to the following address:
US Army Corps of Engineers South Atlantic Division Attn: Jason Steele, Review Officer 60 Forsyth Street SW, Room 10M15 Atlanta, Georgia 30303-8801 Phone: (404) 562-5137
In order for an RFA to be accepted by the Corps, the Corps must determine that it is complete, that it meets the criteria for appeal under 33 CFR part 331.5, and that it has been received by the Division Office within 60 days of the date of the NAP. Should you decide to submit an RFA form, it must be received at the above address by <u>September 20, 2016</u> . **It is not necessary to submit an RFA form to the Division Office if you do not object to the determination in this correspondence.**
Corps Regulatory Official: Krystynka Stygar
Krystynka Stygar
Date of JD: <u>July 22, 2016</u> Expiration Date of JD: <u>July 22, 2021</u>

Attachment: UDO 2016-08-10 Findings of Facts (1504: UDO 2016-08-10 B+M Investments of NC LLC -

SAW-2011-01138

The Wilmington District is committed to providing the highest level of support to the public. To help us ensure we continue to do so, please complete our customer Satisfaction Survey online at http://regulatory.usacesurvey.com/.

Copy furnished:

Agent:

Harold Jones

Address:

Sigma Environmental Services, Inc.

1513 Sandbridge Road Virginia Beach, VA, 23456

Telephone Number:

(<u>757)615-9974</u>

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Action ID Number: <u>SAW-2011-01138</u> County: <u>Camden</u>

Permittee: <u>B&M Investments, LLC.</u>

Bonney Bright

Project Name: <u>Bright-Meiggs Tract/Camden/JD</u>

Date Verification Issued: July 22, 2016

Project Manager: Krystynka Stygar

Upon completion of the activity authorized by this permit and any mitigation required by the permit, sign this certification and return it to the following address:

US ARMY CORPS OF ENGINEERS
WILMINGTON DISTRICT
Washington Field Office
2407 West 5th Street
Washington, NC 27889
Attn: Krystynka Stygar

Please note that your permitted activity is subject to a compliance inspection by a U. S. Army Corps of Engineers representative. Failure to comply with any terms or conditions of this authorization may result in the Corps suspending, modifying or revoking the authorization and/or issuing a Class I administrative penalty, or initiating other appropriate legal action.

I hereby certify that the work authorized by the above referenced permit has been completed in accordance with the terms and condition of the said permit, and required mitigation was completed in accordance with the permit conditions.

Signature of Permittee	Date

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NOTIFICATION OF ADMINISTRATIVE APPEAL OPTIONS AND PROCESS AND REQUEST FOR APPEAL

Applicant: B&M Investments, LLC.	File Number: SAW-2011-	01138	Date: July 28, 2016	
Bonney Bright				
Attached is:	ttached is:		ection below	
INITIAL PROFFERED PERMIT (Standard Permit or Letter of permission)			A	
PROFFERED PERMIT (Standard Permit or Letter of permission)			В	
PERMIT DENIAL			С	
APPROVED JURISDICTIONAL DETERM	MINATION		D	
PRELIMINARY JURISDICTIONAL DETERMINATION			E	

SECTION I - The following identifies your rights and options regarding an administrative appeal of the above decision. Additional information may be found at or http://www.usace.army.mil/Missions/CivilWorks/RegulatoryProgramandPermits.aspx or the Corps regulations at 33 CFR Part 331.

A: INITIAL PROFFERED PERMIT: You may accept or object to the permit.

- ACCEPT: If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final
 authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your
 signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all
 rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the
 permit.
- OBJECT: If you object to the permit (Standard or LOP) because of certain terms and conditions therein, you may request that the permit be modified accordingly. You must complete Section II of this form and return the form to the district engineer. Your objections must be received by the district engineer within 60 days of the date of this notice, or you will forfeit your right to appeal the permit in the future. Upon receipt of your letter, the district engineer will evaluate your objections and may: (a) modify the permit to address all of your concerns, (b) modify the permit to address some of your objections, or (c) not modify the permit having determined that the permit should be issued as previously written. After evaluating your objections, the district engineer will send you a proffered permit for your reconsideration, as indicated in Section B below.

B: PROFFERED PERMIT: You may accept or appeal the permit

- ACCEPT: If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final
 authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your
 signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all
 rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the
 permit.
- APPEAL: If you choose to decline the proffered permit (Standard or LOP) because of certain terms and conditions therein,
 you may appeal the declined permit under the Corps of Engineers Administrative Appeal Process by completing Section II of
 this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days
 of the date of this notice.
- C: PERMIT DENIAL: You may appeal the denial of a permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

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D: APPROVED JURISDICTIONAL DETERMINATION: You may accept or appeal the approved JD or provide new information.

- ACCEPT: You do not need to notify the Corps to accept an approved JD. Failure to notify the Corps within 60 days of
 date of this notice, means that you accept the approved JD in its entirety, and waive all rights to appeal the approved JD.
- APPEAL: If you disagree with the approved JD, you may appeal the approved JD under the Corps of Engineers
 Administrative Appeal Process by completing Section II of this form and sending the form to the district engineer. This form
 must be received by the division engineer within 60 days of the date of this notice.
- E: PRELIMINARY JURISDICTIONAL DETERMINATION: You do not need to respond to the Corps regarding the preliminary JD. The Preliminary JD is not appealable. If you wish, you may request an approved JD (which may be appealed), by contacting the Corps district for further instruction. Also you may provide new information for further consideration by the Corps to reevaluate the JD.

SECTION II - REQUEST FOR APPEAL or OBJECTIONS TO AN INITIAL PROFFERED PERMIT

REASONS FOR APPEAL OR OBJECTIONS: (Describe your reasons for appealing the decision or your objections to an initial proffered permit in clear concise statements. You may attach additional information to this form to clarify where your reasons or objections are addressed in the administrative record.)

ADDITIONAL INFORMATION: The appeal is limited to a review of the administrative record, the Corps memorandum for the record of the appeal conference or meeting, and any supplemental information that the review officer has determined is needed to clarify the administrative record. Neither the appellant nor the Corps may add new information or analyses to the record. However, you may provide additional information to clarify the location of information that is already in the administrative record.

If you have questions regarding this decision and/or the	If you only have questions regarding the appeal process you may
appeal process you may contact:	also contact:
District Engineer, Wilmington Regulatory Division, Attn:	Mr. Jason Steele, Administrative Appeal Review Officer
Krystynka Stygar	CESAD-PDO
	ILS Army Corps of Engineers South Atlantic Division

60 Forsyth Street, Room 10M15
Atlanta, Georgia 30303-8801
Phone: (404) 562-5137

RIGHT OF ENTRY: Your signature below grants the right of entry to Corps of Engineers personnel, and any government consultants, to conduct investigations of the project site during the course of the appeal process. You will be provided a 15 day notice of any site investigation, and will have the opportunity to participate in all site investigations.

Date: Telephone number:

For appeals on Initial Proffered Permits send this form to:

POINT OF CONTACT FOR OUESTIONS OR INFORMATION:

District Engineer, Wilmington Regulatory Division, Attn: Krystynka Stygar, 2407 West 5th Street, Washington, NC 27889

For Permit denials, Proffered Permits and approved Jurisdictional Determinations send this form to:

Division Engineer, Commander, U.S. Army Engineer Division, South Atlantic, Attn: Mr. Jason Steele, Administrative Appeal Officer, CESAD-PDO, 60 Forsyth Street, Room 10M15, Atlanta, Georgia 30303-8801 Phone: (404) 562-5137

SIGMA ENVIRONMENTAL SERVICES. Inc.

July 19, 2016

Ms. Krystynka B. Styger Regulatory Branch US Army Corps of Engineers Washington Regional Office 2407 W. 5th Street Washington, North Carolina 27889

Subject:

Request for Wetland Determination/Delineation Re-Confirmation and

Jurisdictional Determination

Dear Ms. Styger:

Pursuant to our field discussions and your follow-up email, enclosed please find a completed Jurisdictional Request Form and a 11 x 17 inch map of the subject site.

If you need any additional information to complete your re-confirmation of wetland delineation and Notification of Jurisdictional Determination, please do not hesitate to contact by email at: rharoldjones@aol.com, phone: 757 615-9974, or the letterhead address.

Thank you in advance for your efforts on this request.

Sincerely,

R. Harold Jones, PWS, Emeritus

President

Bonney G. Bright, Co-Owner Enclosures

A.	PARCEL INFORMATION			
	Street Address: City, State: County: Directions: PONDEROSA DRIVE SOUTH WILLS, NC CAMDEN FROM DATERS ECHON OF US RT 17 HEAD NOITH - TURN RIGHT ON PONDER OSA DRIV AND TRAVEL ZAMITES - SITE LOCATE	E		
	Parcel Index Number(s) (PIN): ON LEFT (NORTH SIDE) OF THE ROAD 61-7082-00-68-8936-6000	14		
В.	REQUESTOR INFORMATION			
	Name: Mailing Address: Telephone Number: Electronic Mail Address': R. HAROLD JONES, EMIERITUS DONES, EMIERITUS 1513 SAMOBRIOGE RD, VA BEACH 23456 RHAROLD JONES & AOL, COM	V		
	Select one:			
	I am the current property owner.			
	I am an Authorized Agent or Environmental Consultant ²			
	Interested Buyer or Under Contract to Purchase			
	Other, please explain.			
C.	PROPERTY OWNER INFORMATION			
	Name: Mailing Address: BONNEY & BRIGHT 5513 BUZZARD NECK RD. URGINIA BEACH, VA 23457			
	Telephone Number: 757-721-5823 Electronic Mail Address ³ :			
	Proof of Ownership Attached (e.g. a copy of Deed, County GIS/Parcel/Tax Record data) D.B. 247, P6.35; PB-6, SL-28 South MILLS TOWNSHIP			
2 Mus	railable st attach completed Agent Authorization Form			
	vailable Page 3			
	· · · · · · · · · · · · · · · · · · ·			

Version: December 2013

D. PROPERTY OWNER CERTIFICATION⁴

I, the undersigned, a duly authorized owner of record of the property/properties identified herein, do authorize representatives of the Wilmington District, U.S. Army Corps of Engineers (Corps) to enter upon the property herein described for the purpose of conducting on-site investigations and issuing a determination associated with Waters of the U.S. subject to Federal jurisdiction under Section 404 of the Clean Water Act and/or Section 10 of the Rivers and Harbors Act of 1899.

130	ty Owner (please print) 7-18-2016 Date
Proper	ty Owner (please print) Date
1	3 onus H. Bucht
Proper	ty Owner Signature
E.	JURISPICTIONAL DETERMINATION TYPE
Select	One:
	I am requesting that the Corps provide a <u>preliminary</u> JD for the property identified herein. This request does include a delineation.
	I am requesting that the Corps provide a <u>preliminary</u> JD for the property identified herein. This request does NOT include a delineation.
	I am requesting that the Corps investigate the property/project area for the presence or absence of WoUS ⁵ and provide an <u>approved</u> JD for the property identified herein. This request does NOT include a request for a verified delineation.
	I am requesting that the Corps delineate the boundaries of all WoUS on a property/project area and provide an approved JD (this may or may not include a survey plat).
X	I am requesting that the Corps evaluate and approve a delineation of WoUS (conducted by others) on a property/project area and provide an approved JD (may or may not include a survey plat).

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⁴ For NCDOT requests following the current NCDOT/USACE protocols, skip to Part E.

⁵ Waters of the United States

F.	ALL R	EQUESTS
X		Property or Project Area (attached). This Map must clearly depict the boundaries area of evaluation.
Ø	Size of	Property or Project Areaacres
<u>N</u>	_	that the property (or project) boundaries have recently been surveyed and marked ensed land surveyor <u>OR</u> are otherwise clearly marked or distinguishable.
G.	JD RE	QUESTS FROM CONSULTANTS OR AGENCIES
(1)	Prelimi	inary JD Requests:
		Completed and signed <u>Preliminary Jurisdictional Determination Form⁶</u> .
		Project Coordinates: Latitude Longitude
	Maps ((no larger than 11x17) with Project Boundary Overlay:
		Large and small scale maps that depict, at minimum: streets, intersections, towns
		Aerial Photography of the project area
		USGS Topographic Map
		Soil Survey Map
		Other Maps, as appropriate (e.g. National Wetland Inventory Map, Proposed Site Plan, previous delineation maps, LIDAR maps, FEMA floodplain maps)

⁶ See Appendix A of this Form. From Regulatory Guidance Letter No. 08-02, dated June 26, 2008

Delir	Delineation Information (when applicable) ⁷ :				
Wetl	ands: Wetland Data Sheets ⁸	Tribut	taries: USACE Assessment Forms		
	Upland Data Sheets		Other Assessment Forms (when appropriate)		
	Landscape Photos, if taken				
	Field Sketch overlain on legible Map that is	ncludes	:		
	 All aquatic resources (for sites with Locations of wetland data points an Locations of photo stations Approximate acreage/linear footage 	d/or trib	outary assessment reaches		
(2) Appi	oved JDs including Verification of a Delinear	tion:			
	Project Coordinates: 36.5450 5 Latitu	ide 74	2.3234 Longitude		
Мар	s (no larger than 11x17) with Project Boundar	ry Overl	ay:		
N	Large and small scale maps that depict, at	minimu	m: streets, intersections, towns		
X	Aerial Photography of the project area				
X	USGS Topographic Map				
Z	Soil Survey Map				
Z	Other Maps, as appropriate (e.g. National previous delineation maps)	Wetland	Inventory Map, Proposed Site Plan,		

http://www.usace.armv.mil/Missions/CivilWorks/RegulatorvProgramandPermits/reg_supp.aspx

Wetland and Stream Assessment Methodologies can be found at:

http://portal.ncdenr.org/c/document_library/get_file?uuid=76f3c58b-dab8-4960-ba43-45b7faf06f4c&groupId=38364 and, http://www.saw.usace.army.mil/Portals/59/docs/regulatory/oublicnotices/2013/NCSAM_Draft_User_Manual_130318.pdf

⁷ 1987 Manual Regional Supplements and Data forms can be found at:

⁸ Delineation information must include, at minimum, one wetland data sheet for each wetland/community type.

Deline	ation Information (when applicable):		
Wetlan	nds: Wetland Data Sheets ⁹	Tribut	aries: USACE Assessment Forms
又	Upland Data Sheets		Other Assessment Forms (when appropriate)
Z	Landscape Photos, if taken		
N N	Field Sketch overlain on legible Map that includes:		
	 All aquatic resources (for sites with Locations of wetland data points and Locations of photo stations Approximate acreage/linear footage 	d/or trib	utary assessment reaches
Suppo	rting Jurisdictional Information (for Approve	ed JDs o	only)
	Approved Jurisdictional Determination For Form(s)")	m(s) (al	so known as "Rapanos
X	Map(s) depicting the potential (or lack of p adjacency, etc. to navigable waters.	otential) hydrologic connection(s),

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⁹ Delineation information must include, at minimum, one wetland data sheet for each wetland/community type.

I. REQUESTS FOR CORPS APPROVAL OF SURVEY PLAT

(1) PLATS SUBMITTED FOR APPROVAL

When wetlands are depicted:

Prior to final production of a Plat, the Wilmington District recommends that the Land Surveyor electronically submit a draft of a Survey Plat to the Corps project manager for review.

Due to storage limitations of our administrative records, the Corps requires that all hard-copy submittals include at least one original Plat (to scale) that is no larger than 11"x17" (the use of match lines for larger tracts acceptable). Additional copies of a plat, including those larger than 11"x17", may also be submitted for Corps signature as needed. The Corps also accepts electronic submittals of plats, such as those transmitted as a Portable Document Format (PDF) file. Upon verification, the Corps can electronically sign these plats and return them via e-mail to the requestor.

Ø	Must be sealed and signed by a licensed professional land surveyor
X	Must be to scale (all maps must include both a graphic scale and a verbal scale)
X	Must be legible
	Must include a North Arrow, Scale(s), Title, Property Information
Z	Must include a legible WoUS Delineation Table of distances and bearings/metes and bounds/GPS coordinates of all surveyed delineation points
X	Must clearly depict surveyed property or project boundaries
	Must clearly identify the known surveyed point(s) used as reference (e.g. property corner, USGS monument)

- Must include acreage (or square footage) of wetland polygons
- Must identify each wetland polygon using an alphanumeric system



When tributaries are depicted:

- Must include either a surveyed, approximate centerline of tributary with approximate width of tributary OR surveyed Ordinary High Water Marks (OHWM) of tributary
- Must identify each tributary using an alphanumeric system
- Must include linear footage of tributaries and calculated area (using approximate widths or surveyed OHWM)
- Must include name of tributary (based on the most recent USGS topographic map) or, when no USGS name exists, identify as "unnamed tributary"
- all depicted WoUS (wetland polygons and tributary lines) must intersect or tie-to surveyed project/property boundaries
- Must include the location of wetland data points and/or tributary assessment reaches
- Must include, label accordingly, and depict acreage of all waters not currently subject to the requirements of the CWA (e.g. "isolated wetlands", "non-jurisdictional waters"). NOTE: An approved JD must be conducted in order to make an official Corps determination that a particular waterbody or wetland is not jurisdictional.
- Must include and survey all existing conveyances (pipes, culverts, etc.) that transport WoUS

(2) CERTIFICATION LANGUAGE

When the entire actual Jurisdictional Boundary is depicted:

include the following Corps Certification language:

"This certifies that this copy of this plat accurately depicts the boundary of the jurisdiction of Section 404 of the Clean Water Act as determined by the undersigned on this date.
Unless there is a change in the law or our published regulations, the determination of Section 404 jurisdiction may be relied upon for a period not to exceed five (5) years from this date. The undersigned completed this determination utilizing the appropriate Regional Supplement to the 1987 U.S. Army Corps of Engineers Wetlands Delineation Manual."
Regulatory Official:
Title:
Date:
USACE Action ID No.:
When uplands may be present within a depicted Jurisdictional Boundary: include the following Corps Certification language:
"This certifies that this copy of this plat identifies all areas of waters of the United States regulated pursuant to Section 404 of the Clean Water Act as determined by the undersigned on this date. Unless there is change in the law or our published regulations, this determination of Section 404 jurisdiction may be relied upon for a period not to exceed five years from this date. The undersigned completed this determination utilizing the appropriate Regional Supplement to the 1987 U.S. Army Corps of Engineers Wetlands Delineation Manual."
Regulatory Official:
Regulatory Official: Title:

Version: December 2013

1204: UDO 2016-08-10 B+M Investments of MC LLC -	machinent: UDO 2016-00-10 Findings of Facts (
- 7 1 0 3 tagantagyal M.A. 0 1-80-3 10 C O(11 · 103 t)	1 34263 to applicate 01-80-8108 OUL trophost

4.A.

Jurisdictional Determination Request

(3) G	PS SURVEYS
	arveys prepared using a Global Positioning System (GPS), the Survey must include the above, as well as:
	be at sub-meter accuracy at each survey point.
	include an accuracy verification: One or more known points (property corner, monument) shall be located with the GPS and cross-referenced with the existing traditional property survey (metes and bounds).
	include a brief description of the GPS equipment utilized.

MEIG

1. DEVELOPER/MANAGER: B & M INVESTMENTS OF NORTH CAROLINA, LLC 5513 BUZZARD NECK RD. VIRGINIA BEACH, VA 23457 757-721-5823 (Office) 2. SUBJECT PROPERTY: A 113.89 AC. TRACT OF LAND LOCATED ALONG THE NORTH SIDE OF PONDEROSA DR., APPROX. 2.7 MILES EAST OF US HWY 17 AT THE VIRGINIA/NORTH CAROLINA BORDER PIN#:01-7082-00-68-8936-0000 AS RECORDED: D.B.247, PG.35; PB.6, SL. 28 SOUTH MILLS TOWNSHIP, CAMDEN COUNTY, NORTH CAROLINA SUBJECT PARCEL BOUNDARIES BASED ON "RECOMBINATION PLAT DRAWN FOR W.E. MEIGGS & SON LOGGING COMPANY, INC. PREPARED BY SCOTT L. TEMPLE, L-3768, DATED 3-15-07, PROJECT # 2007-047, P.B. 6, SL. 28, CAMDEN COUNTY. ADJOINING PARCEL BOUNDARIES BASED THE FOLLOWING REFERENCES RECORDED W/ CAMDEN COUNTY REGISTER OF DEEDS: "SAWYER STATE LINE FARM", PREPARED BY ANDREW W. PEARCE, L-729, DATED 10-22-1979, PB. 72, PG. 6-A "CHARLES A. & MARY L. ROBERTS", PREPARED BY S. ELMO WILLIAMS, L-609, DATED 3-31-1993, PC. 2, SL. 46-B REMOTE PARCEL BOUNDARIES BASED ON THE FOLLOWING INFORMATION: "CAMDEN YARD MATERIALS, L.L.C.", PREPARED BY J. GARY CULP, L-2950, DATED 9-27-2001, PC. 3, SL. 100-B CAMDEN COUNTY, NC — GIS/MAPPING SYSTEM (FOR REFERENCE ONLY, ACCURACY IS NOT GUARANTEED)

TOPOGRAPHIC INFORMATION BASED ON N.C.D.O.T. CONTOURS & SURVEY BY BISSELL PROFESSIONAL GROUP ON 4-18-200 4. SITE ZONING : I-1, LIGHT INDUSTRIAL (TO BE REZONED W/ MINING OVERLAY DISTRICT) 5. LAND USE - EXISTING USE: AGRICULTURAL (14.100)

PROPOSED USE: MINING QUARY OPERATIONS (14.300) ENTRANCE, PARKING, & OFFICE AREA = 13,000 SQ. FT. (0.30 AC.)

STOCKPILE/PROCESSING AREA = 175,981 SQ. FT. (4.04 AC.)

PROPOSED HAUL ROAD = 218,768 SQ. FT. (5.02 AC.) PROPOSED SETTLING POND AREA = 9,464 SQ. FT. (0.22 AC.) PROPOSED EXCAVATED AREA = 3,921,133 SQ. FT. (90.02 AC.) PROPOSED MISC. DISTURBED AREA = 210,454 SQ. FT. (4.83 AC.) EXISTING GRAVEL ROAD AREA = 68,560 SQ.FT. (1.57 AC.) % MINING COVERAGE OF PARCEL (EXCAVATION ONLY) = 79.0%

TOTAL PERMITTED AREA: 5,070,621 SQ. FT. (116.4 AC.)

PROPOSED LAND USE: MINING & QUARY OPERATIONS (14.300) ADJACENT USE BUFFER
BRICULTURAL TYPE "B" AGRICULTURAL PRIVATE R/W

TYPE "A" BUFFER - OPAQUE - LANDSCAPING THAT IS OPAQUE FROM THE GROUND TO A HEIGHT OF 6', W/ INTERMITTENT VISUAL OBSTRUCTION FROM ABOVE THE OPAQUE PORTION TO A HEIGHT OF 8, W/
INTERMITTENT VISUAL OBSTRUCTION FROM ABOVE THE OPAQUE PORTION TO A HEIGHT OF AT LEAST 20'. AN
OPAQUE LANDSCAPING IS INTENDED TO EXCLUDE COMPLETELY ALL VISUAL CONTACT BETWEEN USES AND TO
CREATE A STRONG IMPRESSION OF SPATIAL SEPARATION. TYPE "B" BUFFER - SEMI-OPAQUE - LANDSCAPING THAT IS 50% OPAQUE FROM THE GROUND TO A HEIGHT OF

3', W/ INTERMITTENT VISUAL OBSTRUCTION FROM ABOVE THE OPAQUE PORTION TO A HEIGHT OF AT LEAST 20'. THE SEMI-OPAQUE LANDSCAPING IS INTENDED TO PARTIALLY BLOCK VISUAL CONTACT BETWEEN USES AND TO CREATE A STRONG IMPRESSION OF THE SEPARATION OF SPACES. BASED UPON AERIAL PHOTOGRAPHY, TOPOGRAPHY, SURROUNDING DRAINAGE MEASURES, AND THE HISTORICAL USE OF THE LAND IT HAS BEEN ASSUMED THAT THERE ARE NO WETLANDS LOCATED ON SITE.

O. FEMA DATA: F.I.R.M. PANEL 370042 7082 K, CAMDEN COUNTY, NORTH CAROLINA, ADOPTED 12/16/05 ALL PROPOSED DEVELOPMENT WITHIN ZONE X (FLOOD ZONES SUBJECT TO CHANGE BY FEMA) USE OF LAND WITHIN A SPECIAL FLOOD HAZARD AREA IS SUBSTANTIALLY RESTRICTED BY SECTIONS 151.380 — 151.387 OF THE CAMDEN UNIFIED DEVELOPMENT ORDINANCE. WHERE TWO OR MORE ACCESSES TO THE MINING OPERATION EXIST, TRAFFIC SHALL BE ROUTED TO THE ACCESS HAVING THE LEAST NEGATIVE IMPACT ON ADJOINING PROPERTIES.

2. MINED MATERIALS SHALL NOT BE STORED IN EXCESS OF TWENTY-FIVE (25) FEET IN HEIGHT. 3. ALL TRUCKS HAULING MINED MATERIAL, (I.E. SAND, CLAY, TOPSOIL) SHALL BE COVERED WITH A TARPAULIN. 14. NO BULK WASTE, HAZARDOUS WASTE, COMMERCIAL WASTE, GARBAGE, CONSTRUCTION OR DEMOLITION WASTE SHALL BE PLACED ON SITE.

5, NO TRESPASSING SIGNS SHALL BE POSTED AROUND THE SITE BEING MINED AT A MINIMUM DISTANCE OF 250' APART INDICATING THAT A MINING OPERATION IS BEING CONDUCTED ON THE PROPERTY.

6. DRAINAGE PATTERNS SHALL NOT BE ALTERED AS TO CAUSE FLOODING OFF—SITE WHILE THE PERMIT IS

7. NO MINING ACTIVITIES SHALL ADVERSELY AFFECT SURROUNDING IN USE WELLS. ANY PERSON OWNING OR OPERATING A MINING SITE IN A MANNER THAT ADVERSELY AFFECTS AN IN USE WELL THROUGH CONTAMINATION OR DIMINUTION OF GROUNDWATER SHALL PROVIDE THE WELL OWNER WITH A REPLACEMENT WATER SUPPLY OF EQUAL QUANTITY & QUALITY.

B. APPLICANT WILL MAKE AVAILABLE ANY POND AREAS TO THE LOCAL VOLUNTEER FIRE DEPARTMENT FOR INSTALLATION OF A DRY HYDRANT, IF REQUESTED BY THE LOCAL VFD. ALL ASSOCIATED COSTS FOR INSTALLATION WILL BE THE RESPONSIBILITY OF THE LOCAL VFD.

THE SITE IS LOCATED OFF OF (US HWY. 17) WITHIN THE SOUTH MILLS TOWNSHIP OF CAMDEN COUNTY, NORTH CAROLINA. THE FOLLOWING DESCRIBES THE OPERATIONAL SUMMARY OF THE PROPOSED OPERATION;

1) THE ANTICIPATED AVERAGE DAILY TRAFFIC LOAD COUNT IS 100 LOADS, WITH ONE TRUCK LEAVING APPROXIMATELY EVERY SIX MINUTES. AN OCCASIONAL LARGE JOB WILL INCREASE THE TRAFFIC LOAD TO APPROXIMATELY 200 LOADS PER DAY, WITH ONE TRUCK LEAVING EVERY THREE MINUTES. 2)THE EXCAVATOR WILL EITHER TEMPORARILY STOCKPILE MATERIAL IN THOSE AREAS SPECIFIED OR PLACE

3) LOADING OF SAND ON DELIVERY DUMP TRUCKS WILL BE DONE BY A RUBBER TIRE FRONT—END LOADER AND A EXCAVATOR OPERATING AT THE MINING AREA ENTRANCE. 4) TRUCKS ENTERING THE MINING AREA WILL BE REQUIRED TO STOP AT THE OFFICE TRAILER TO RECEIVE LOAD TICKETS AND INSTRUCTIONS UPON ENTERING AND EXITING THE MINING AREA. SPEED LIMITS WILL BE POSTED ALONG THE ACCESS ROAD TO THE MINING AREA AND WILL BE STRICTLY ENFORCED. ALL

TRUCKS EXITING THE SITE WITH MINED MATERIAL SHALL BE COVERED WITH A TARPAULIN. 5) A DEWATERING PUMP WILL BE PROVIDED TO LOWER THE STATIC GROUND WATER TABLE AS MINING PROGRESSES. DISCHARGE FROM THE PUMP WILL BE DIRECTED TO A PROPOSED SETTLING BASIN LOCATED ADJACENT TO THE ENTRANCE OF THE MINE. THIS SETTLING BASIN IS PROVIDED TO REDUCE THE AMOUNT OF SUSPENDED SOLIDS IN THE DISCHARGED GROUNDWATER PRIOR TO BEING RELEASED INTO THE ADJOINING CANAL LOCATED ALONG THE SOUTH SIDE OF PONDEROSA DR. THIS CANAL IS LINKED TO SEVERAL OTHER EXISTING DRAINAGE CANALS IN THE AREA AND IS DIRECTLY CONNECTED TO THE DISMAL SWAMP CANAL LOCATED ALONG THE WEST SIDE OF US. HWY. 17. THE DISMAL SWAMP CANAL SERVES AS A PORTION OF THE INTERCOASTAL WATERWAY AND IS CLASSIFIED AS C; SW.

6) A MOTOR GRADER WILL BE PROVIDED AND OPERATED TO MAINTAIN THE MINE'S ENTRANCE ROAD AND PORTIONS OF THE EXISTING PONDEROSA DR. GRAVEL ROAD AS DEEMED NECESSARY.

7) IT IS PROJECTED THAT THE NUMBER OF EMPLOYEES OPERATING AT THIS FACILITY WILL BE 15. 8) THE HOURS OF OPERATION OF ALL MINING RELATED FACILITIES AND ACTIVITIES ON THE MINING SITE SHALL BE ESTABLISHED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS. IN NO CASE SHALL THE HOURS OF OPERATION BE BEYOND DAWN TO DUSK NOR SHALL MINING ACTIVITY OCCUR ON SUNDAYS.

THE MINING OPERATION WILL CONSIST OF ENTANCE, HAUL ROAD, & SETTLING BASIN CONSTRUCTION, STRIPPING OF OVERBURDEN, EXCAVATION, AND DEWATERING OF THE MINING AREA. EXCESS MINE MATERIAL WILL BE STOCKPILED IN THE DESIGNATED SITE AREA FOR TRANSPORT FOR OFF—SITE USE, DISTURBED AREAS UNAFFECTED BY THE DAILY MINING OPERATION WILL BE ESTABLISHED WITH A VEGETATIVE COVER WITHIN 21 DAYS OF DISTURBANCE. THE DURATION OF THE MINING OPERATION IS ANTICIPATED TO LAST FOR APPROXIMATELY 10 YEARS AT WHICH TIME RECLAMATION WILL TAKE PLACE.

RECLAMATION' SUMMARY:

WHEN POSSIBLE, RECLAMATION SHALL BE CONDUCTED SIMULTANEOUSLY WITH THE MINING OPERATIONS. ANNUAL RECLAMATION REPORTS SHALL BE SUBMITTED TO THE PLANNING & INSPECTIONS DEPARTMENT

THE BULK OF THE RECLAMATION WILL COMMENCE UPON THE COMPLETION OF THE MINING OPERATION. OR AT THE END OF A 10—YR PERIOD. THE EXCAVATED MINING AREA WILL BE UTILIZED AS A FUTURE LAKE FOR AGRICULTURAL AND RECREATIONAL PURPOSES. ALL STOCKPILE, OVERBURDEN, & SETTLING BASIN AREAS WILL BE GRADED LEVEL AND STABILIZED W/ PERMANENT VEGETATION. THE HAUL ROAD WILL BE KEPT INTACT TO PROVIDE FUTURE LAKE ACCESS. RECLAMATION WILL PROCEED AT THE COMPLETION OF THE OPERATION WITHOUT ANY PROVISIONS FOR STAGING OF RECLAMATION

AT COMPLETION OF RECLAMATION, IT IS ANTICIPATED THAT THE PROPERTY WILL REMAIN UNDER CURRENT OWNERSHIP ASSUMING RESPONSIBILITY FOR ANY ON-SITE ENVIRONMENTAL POLLUTION THAT MAY OCCUR AFTER EXCAVATION ACTIVITIES ARE COMPLETE.

These standard symbols will be found in the drawing. --- RIGHT-OF-WAY EDGE OF PAVEMENT/GRAVEL _ _ _ _ _ PROPOSED TOP OF SLOPE/TOE OF SLOPE PROPOSED WATER SURFACE ----- MINE OVERLAY DISTRICT/DISTURBANCE LIMIT ********** EXISTING TREELINE EXISTING DRAINAGE PROPOSED CULVERT (SIZE AS DENOTED) PERMIT BOUNDARY LIMITS PROPOSED SEDIMENT FENCE EXISTING PRIVATE WATER SUPPLY WELL PROPOSED GRAVEL ENTRANCE PROPOSED HAUL RD. PROPOSED STOCKPILE AREA EXISTING GRAVEL RD. (PONDEROSA DR.)

EXISTING CANAL/LAKE WATER SURFACE

EXISTING VEGETATIVE SCREEN

SHEET	DESCRIPTION
1	SITE LOCATION OVERVIEW
2	MINE DEVELOPMENT/RECLAMATION PLAN
3	CONSTRUCTION DETAILS

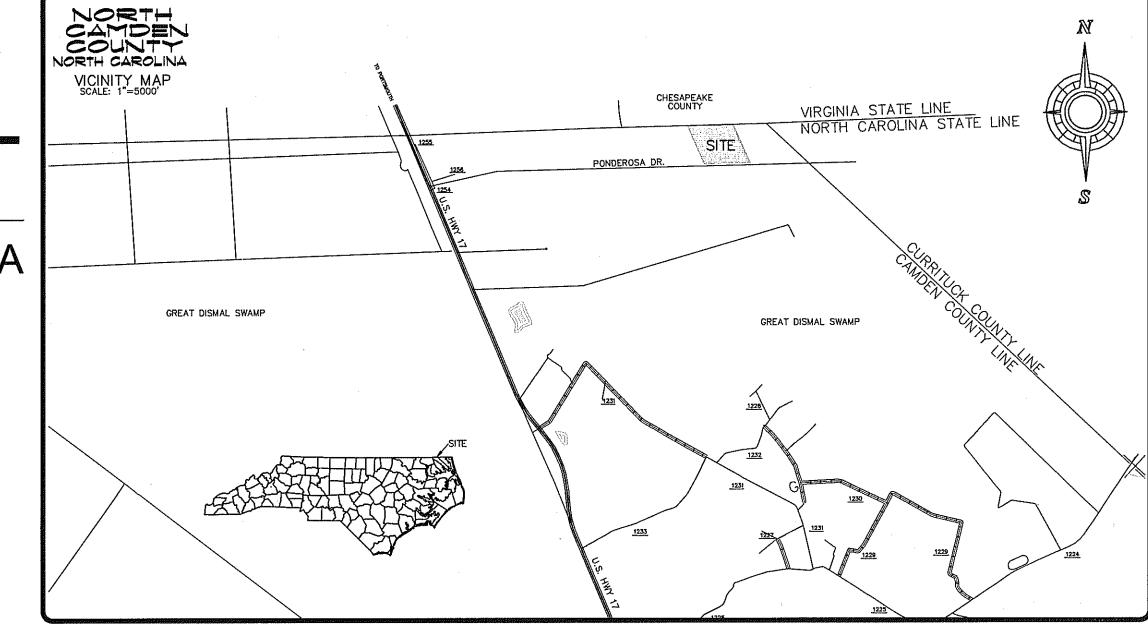
MINING DEVELOPMENT PLAN FOR

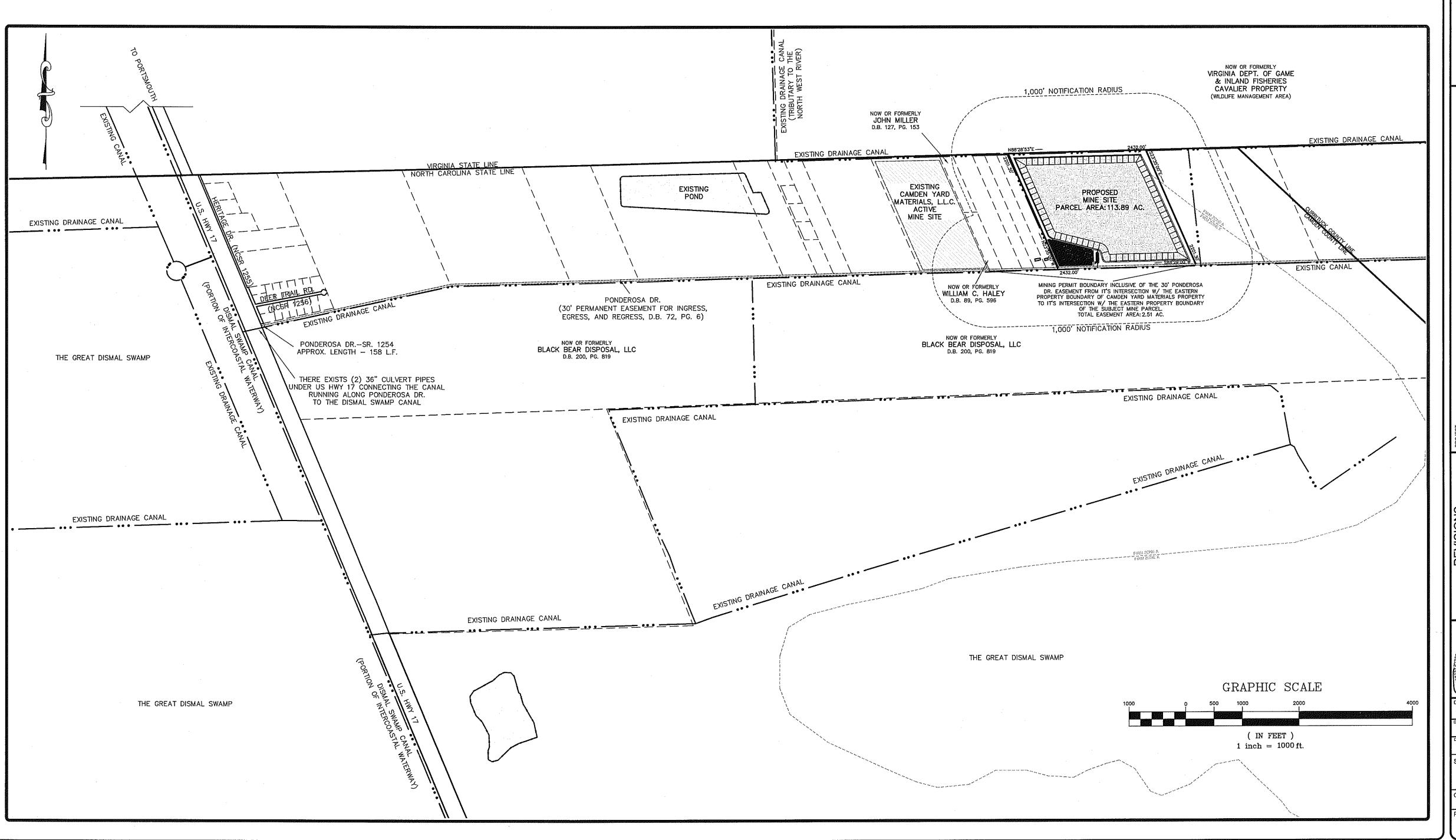
BRIGHT MINE - MEIGGS TRACT

SOUTH MILLS TOWNSHIP CAMDEN COUNTY

NORTH CAROLINA

Bissell Professional Group BONNEY G. BRIGHT 5513 BUZZARD NECK RD. Mark S. Bissell, P.E. VIRGINIA BEACH, VA 23457 DEVELOPER: P.O. Box 1068 Kitty Hawk, N.C. 27949 757-721-5823 (Office) (252) 261-3266 fax: (252) 261-1760 email: <u>mark@bissellprofessionalgroup.com</u>





435800M1

AMATION

DEVELOPMEN

MINE

2

NO SCALE

MSB

MSB

03 - 07 - 07

BPG

DMK

435800M1

SHEET:

MEIGG

1) THOSE AREAS, AS DENOTED ON THE PLAN, INDICATE THE PROPOSED REGION TO BE RECLAIMED. THE RECLAMATION PROCESS WILL BE AS FOLLOWS;

2) STOCKPILE AND PROCESSING AREA, SETTLING BASIN, AND BERMS TO BE LEVELED, GRADED AND STABILIZED W/ PERMANENT VEGETATION. ALL SLOPES ASSOCIATED WITH THE EXCAVATED AREA OF THE MINE SHALL BE STABILIZED AND VEGETATED W/ PERMANENT VEGETATION WITHIN 21 DAYS OF COMPLETION 3) ANY DISTURBED LAND NOT ASSOCIATED WITH THE DAILY OPERATION OF THE MINE SHALL BE STABILIZED AND VEGETATED W/ PERMANENT VEGETATION WITHIN 21 DAYS OF DISTURBANCE.

SEEDING NOTES:

The minimum requirement for reclamation is that all disturbed areas must be stabilized with a permanent ground cover. It is recommended that due to the close proximity of the proposed mine to the Wildlife Management Area close attention should be taken in the seeding of disturbed land. Plants should provide erosion control, forage, and cover for a variety of wildlife as well as allow enable native grassed to

Staged seeding is generally the most economical and efficient reclamation practice.

The following table provides seeding specifications for the Coastal Plain Region; Seeding Mixture

Common Bermudagrass German Millet Rye (grain)

Seeding Nates:
Where a neat appearance is desired, omit Korean of Kobe Lespedeza
Use Common Bermudagrass only in isolated areas where it cannot become a pest. Bermudagrass may be replaced with 5 Centipedegrass (5 lbs./ac.).

Prior to May 1 or after August 15, (temporary winter seeding)

Seeding of Rye (grain) @ 40 lbs./ac.

(see nurse plants above)

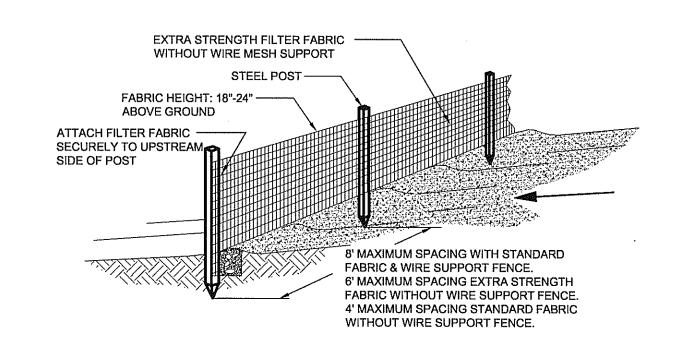
Apr 1-Aug 15, Seeding of German Millet @ 10 lbs./ac.

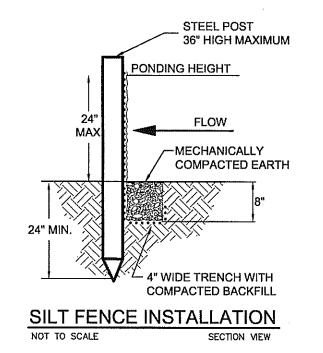
Seeding of Korean or Kobe Lespedeza 🗘 30 lbs./ac.

Soil Amendments: Apply lime and fertilizer according to soil tests, or apply 3,000 lb/ac. ground agricultural limestone and

Apply 4,000—5,000 lb./ac. grain straw or equivalent cover of another suitable mulching material. Anchor mulch by tacking with aspholt, roving, or netting, or by crimping with a mulch—anchoring tool. A disk with blades set nearly straight can be used as a mulch—anchoring tool.

Refertilize the following April with 50 lb/ac. nitrogen. Repeat, as growth requires. May be mowed only once a year. Where a neat appearance is desired, omit Sericea Lespedeza and mow as often as needed.





SILT FENCE INSTALLATION SPECIFICATIONS: 1. USE SYNTHETIC FILTER FABRIC OF AT LEAST 95% BY WEIGHT OF POLYOLEFINS OR POLYESTER, WHICH IS CERTIFIED BY THE MANUFACTURER AS CONFORMING TO THE REQUIREMENTS IN ASTM D 6461. FILTER FABRIC SHALL CONTAIN ULTRAVIOLET RAY INHIBITORS AND STABILIZERS TO PROVIDE A MINIMUM OF 6 MONTHS OF EXPECTED USABLE CONSTRUCTION LIFE AT A TEMPERATURE RANGE OF 0 TO 120°T. 2. FENCE POSTS SHALL BE A MINIMUM OF 1.33 LB/LINEAR FT STEEL AND A MINIMUM LENGTH OF 5 FT. WITH PROJECTIONS TO FACILITATE FASTENING THE FABRIC. WOOD POSTS ARE NO LONGER ACCEPTABLE. POSTS SHALL BE DRIVEN A MINIMUM OF 24"
INTO THE GROUND.

3. CONSTRUCT THE SEDIMENT BARRIER OF EXTRA STRENGTH SYNTHETIC FILTER
FABRIC. ENSURE THAT THE HEIGHT OF THE SEDIMENT FENCE DOES NOT EXCEED 24 INCHES ABOVE THE GROUND SURFACE.

4. CONSTRUCT THE FILTER FABRIC FROM A CONTINUOUS ROLL CUT TO THE LENGTH OF THE BARRIER TO AVOID JOINTS. WHEN JOINTS ARE NECESSARY, SECURELY FASTEN THE FILTER CLOTH ONLY AT A SUPPORT POST WITH 4 FT MINIMUM OVERLAP TO THE NEXT POST.

5. SYNTHETIC FILTER FABRIC SHALL BE FASTENED SECURELY TO EACH FENCE POST WITH MIN. 50 LB. TENSILE STRENGTH WIRE OR ZIP TIES AT TOP, MID—SECTION AND BOTTOM. FABRIC HEIGHT SHALL BE BETWEEN 18" MIN. TO 24" MAX. ABOVE GROUND LEVEL ON THE UPSLOPE SIDE OF THE POSTS. EXTRA STRENGTH FILTER FABRIC W/6° POST SPACING AND SHALL SECURELY FASTENED DIRECTLY TO POSTS. WRE OR PLASTIC ZIP TIES SHOULD HAVE MINIMUM 50# TENSILE STRENGTH.

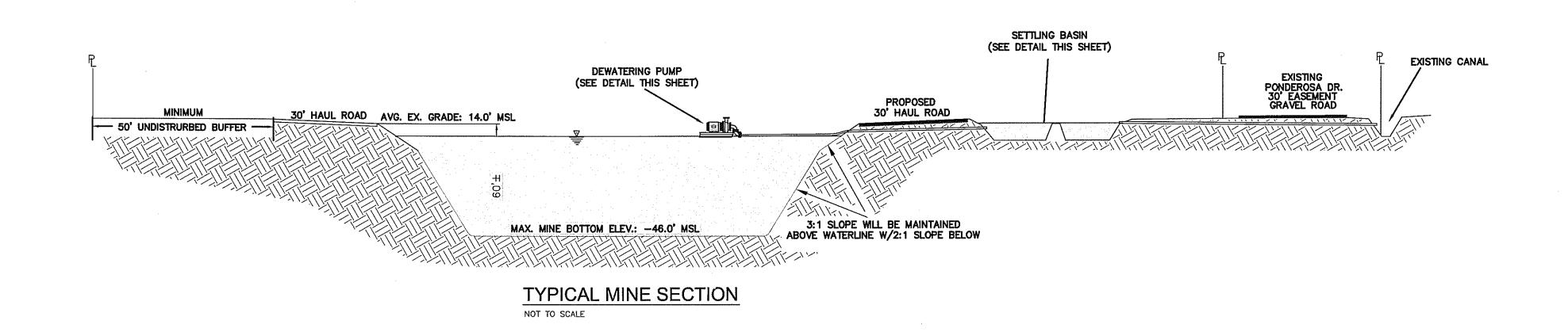
6. 12 INCHES OF FILTER FABRIC SHALL BE BURIED IN AN EXCAVATED TRENCH APPROXIMATELY 4 INCHES WIDE AND 8 INCHES DEEP ALONG THE PROPOSED LINE OF POSTS AND LIPSLOPE FROM THE RARRIER BACKFILL TRENCH WITH OF POSTS AND UPSLOPE FROM THE BARRIER, BACKFILL TRENCH WITH
MECHANICALLY COMPACTED SOIL PLACED OVER THE FILTER FABRIC, DO NOT ATTACH FILTER FABRIC TO TREES.

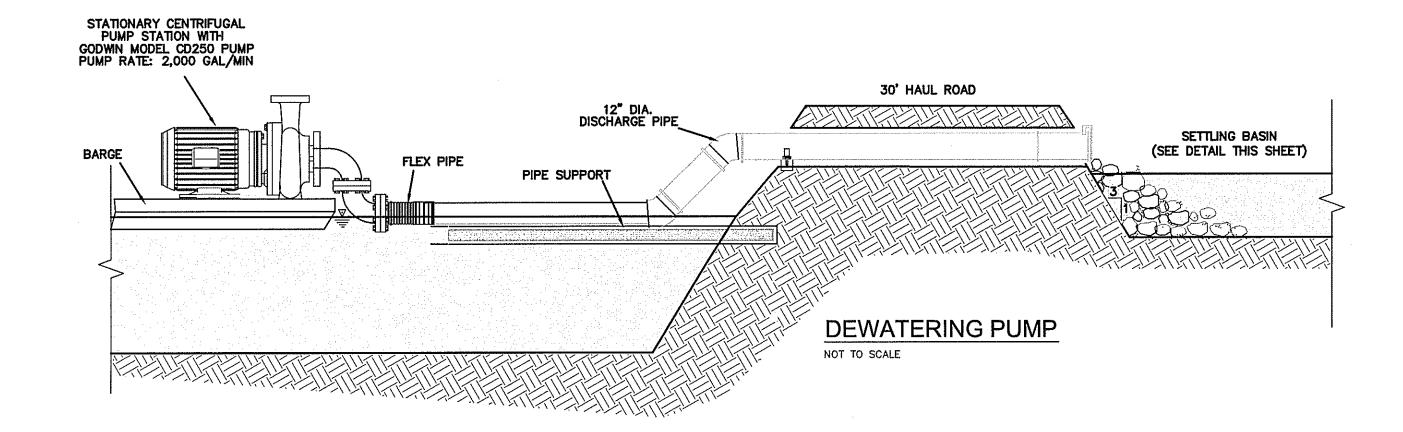
7. SILT FENCE SHALL BE INSPECTED AT LEAST ONCE A WEEK & AFTER EACH RAINFALL EVENT. MAKE ANY REPAIRS IMMEDIATELY. SHOUD THE FABRIC COLLAPSE, TEAR, DECOMPOSE OR BECOME INEFFECTIVE, REPLACE IT PROMPTLY.

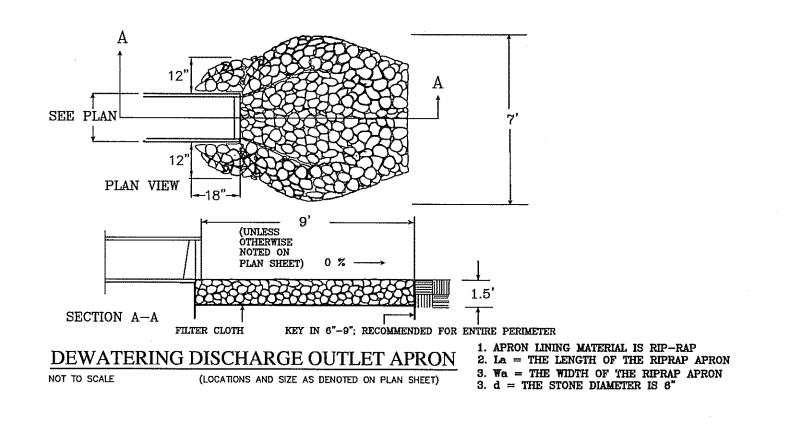
8. REMOVE SEDIMENT DEPOSITS AS NECESSARY RO PROVIDE ADEQUATE STORAGE.

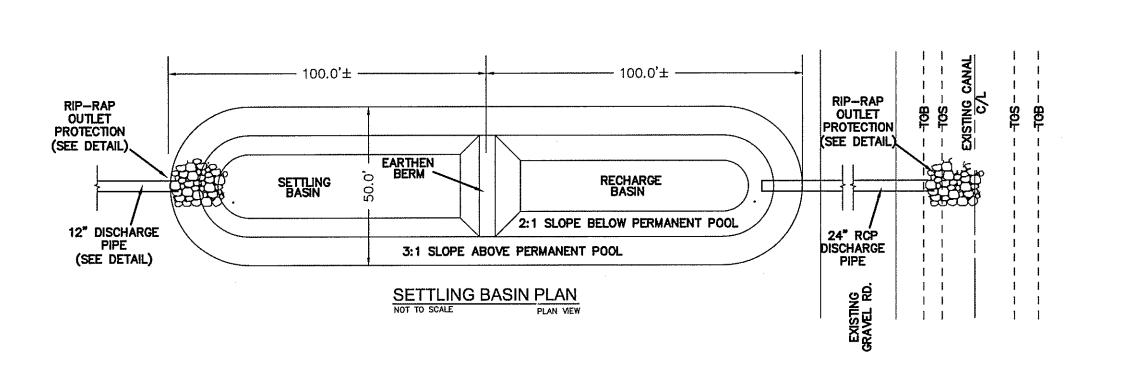
VOLUME FOR THE NEXT RAIN AND TO REDUCE PRESSURE ON THE FENCE. TAKE CARE TO AVOID UNDERMINING THE FENCE DURING CLEANOUT.

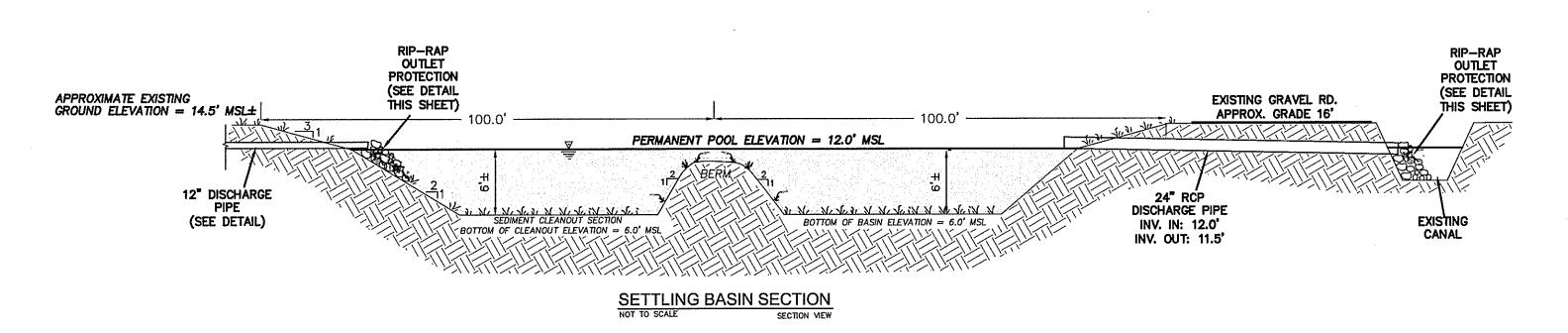
REMOVE ALL FENCING MATERIALS AND UNSTABLE SEDIMENT DEPOSITS AND BRING THE AREA TO GRADE AND STABILIZE IT AFTER THE CONTRIBUTING DRAINAGE AREA HAS BEEN PROPERLY STABILIZED.











Packet Pg. 112



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 4.B

Meeting Date: January 03, 2017

Submitted By: Dave Parks, Permit Officer

Planning & Zoning

Prepared by: Angela Wooten

Item Title UDO 2016-10-03 Shiloh Hwy 1108 Solar LLC - Solar Facility

Attachments: UDO 2016-10-03 Shiloh Hwy 1108 Solar LLC - FOF

(PDF)

AppraisalReport_Pit64Solar (PDF)

Shiloh_hwy 1108_CUP_R2_10-23-16 (PDF)

Summary:

Public Hearing

Recommendation:

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

	MOTION MADE BY:
	C. Riggs
	T. White
	G. Meiggs
	R. Krainiak
	R. Munro
	NO MOTION
	VOTE:
	C. Riggs
S	T. White
	G. Meiggs
	R. Krainiak
	R. Munro
	ABSENT
C	RECUSED
~	

Item Number:

Meeting Date:

January 3, 2017

Attachments:

SUP Findings of Facts with supporting documents

Submitted By:

Planning Department

ITEM TITLE: Public Hearing – Special Use Permit

Application (UDO 2016-10-03) for a 5MW AC

Solar Facility for Shiloh Hwy 1108 Solar LLC

(SUNENERGY1)

SUMMARY:

Planning Board met on November 16, 2016 to consider the Special Use Permit application and after discussion with staff, adjacent property owners, applicant and considering Technical Review Committee inputs, Planning Board recommended approval of the Special Use Permit application with the conditions as stated in Staffs Findings on a 6-0 vote.

RECOMMENDATION:

- 1) Hold Public Hearing.
- 2) Motion to amend agenda for consideration.

UDO 2016-10-03 Special Use Permit Findings of Facts

PROJECT INFORMATION

File Reference:

UDO 2016-10-03

Project Name;

Solar Farm

PIN:

03-8973-00-40-4337

Applicant:

Shiloh Hwy 1108

Solar LLC

Address:

192 Raceway Drive

Mooresville, NC

28117

Phone:

(704) 662-0375

Email:

Agent for Applicant:

Linda Nwadike

Address:

Phone:

Email:

Current Owner of Record: Michael/Stacey Riggs

Meeting Dates:

11/16/2016

Planning Board

Application Received:

10/10/2016

By:

David Parks, Permit Officer

Application Fee paid: \$400 Check # 16843

Completeness of Application: Application is

generally complete

Documents received upon filing of application or otherwise included:

A. Land Use/Development Application

B. Commercial Site Plan

C. Project Summary Letter

D. Deed & Lease Agreement

E. Documentation of all requirements from NC

State Utilities Commission (not in packet).

F. Technical Review comments

G. Drainage Report (Not in packet)

PROJECT LOCATION:

Street Address: Intersections of Sandy Hook Road and Sassafras Lane

Location Description: Shiloh Township

Vicinity Map:



REQUEST: Construction of a 5MW AC Solar Facility. Camden County Code Article 151.334 Table of Permissible Uses (Use # 17.400); Specific Standards – Article 151.347(V).

SITE DATA

Lot size: Approximately 90 acres in size

Flood Zone: X

Zoning District(s): Mixed Single Family Residential (R2)

Existing Land Uses: Farmland/Woodland

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	R2/GUD/CC	R2/GUD	R2	R2
Use & size	Woodland/Farmland	Farmland over 88	Woodland	7 residential lots
	41 acres	acres/4 residential	approx 32 acres; 1	will be adjacent to
		lots – 4 acres	residential lot	the solar farm.

Proposed Use(s): Solar Farm

Description of property:

Property has approximately 36 acres of woodland and 54 acres under farm use.

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches:

Distance & description of nearest outfall:

INFRASTRUCTURE

There are currently no utilities servicing the property.

Traffic: During construction phase there will be increased traffic along Sandy Hook Road and Sassafras Lane.

1. Utilities:

- A. Does the application include a letter or certificate from the District Health Department regarding septic tanks? Applicant requesting use of portable toilet.
- B. Does the applicant propose the use of public sewage systems? No
- C. Does the applicant propose the use of public water systems? No.

- **D.** Distance from existing public water supply system: Approximately 2,500 feet on Sandy Hook Road.
- E. Is the area within a five-year proposal for the provision of public water? No
- F. Is the area within a five-year proposal for the provision of public sewage? No

2. Landscaping

- A. Is any buffer required? Yes. Indicated on site plan.
- B. Is any landscaping described in application: Yes.
- 3. Findings Regarding Additional Requirements:
 - A. Endangering the public health and safety:
 - B. Injure the value of adjoining or abutting property:
 - C. <u>Harmony with the area in which it is located</u>: Yes. The property is zoned for the proposed use.

D. Conformity with the Plans

- (1). <u>Land Use Plan</u> Area is consistent with County's Future Land Use Map for proposed use.
- (2). Thoroughfare Plan Only access to site is off Sassafras Lane (SR 1108)
- (3). Other Plans officially adopted by the Board of Commissioners N/A

E. Will not exceed the county's ability to provide public facilities

- (1). Schools No impact.
- (2). Fire and rescue Minimal impact.
- (3). <u>Law Enforcement</u> Minimal impact.
- F. Other County Facilities N/A

At their November 16, 2016 meeting, Planning Board recommended approval of the Special Use Permit for the installation of the requested Solar Farm on a 6-0 vote with the following conditions:

- 1. The applicant must strictly abide by all requirements of the Unified Development Ordinance of Camden County, North Carolina, and must also strictly comply with all other local, state, and federal ordinances, laws, rules and regulations as one or more ordinances, laws, rules and regulations may apply to this development.
- 2. The applicant shall complete the development strictly in accordance with the approved plans contained in the file titled UDO 2016-10-03.
- 3. Applicant shall provide Camden County Planning Office proof of the continuous operation annually (no later than January 30th) or upon request of the county which shall not be unreasonable in the form a letter from the facility owner stating the facility has been operational during the previous year.
- 4. Upon completion of the installation of the solar farm, Sun Energy shall provide training to Fire Marshall, South Camden Volunteer Fire Department and Sheriff's Office personnel as to the potential risks involved in case of an emergency inside the facility.
- 5. Applicant shall provide the Sheriff's Officer with a key or combination to the entrance into the facility in case of an emergency. Sheriff's office shall contact owner prior to entry to ensure all power has been secured.
- 6. Place Type A Opaque Landscape Buffer starting at the South East potion of the property from Sassafras Lane to a point 10 feet past the out building of the property that abuts the solar farm.

- 7. Hours of operations during construction phase shall be Monday Saturday, dawn to dusk.
- 8. Property shall be maintained throughout the solar farms lifetime to include maintenance of the buffer area and grass. Grass shall not exceed 24 inches in height.
- 9. Applicant shall provide Camden County with a third party estimate of the salvage value of all equipment related to the project.
- 10. The property owner shall sign a decommissioning plan/agreement that obligates either the facility or property owner to decommission the facility as required by Camden County.
- 11. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this approval in its entirety shall be void and have no effect.



Land Use/Development Application County of Camden, North Carolina

Depending upon the type of proposal, the proposal may require a Zoning Permit, Conditional Use Permit, or Special Use Permit. This form is used as the start of application process. All applicants must submit a site plan (see "Minimum Site Plan Requirements") and a valid Health Department permit. Applicants for a Conditional Use Permit or Special Use Permit should review the "Requirements for Conditional Use Permit and Special Use Permit Applications".

Applicants for a subdivision must submit this form as their Special Use Permit application.

Please consult the Planning Office (1-252-338-1919) with any questions about your application.

*Flood Zone (from FIRM Map):

PLEASE PRINT OR TYPE

*Taxes paid?

Please Do Not Write in this Box
PIN: 03-8973-00-40-4337
UDO# 2016-10-03
Date Received: 10110/16
Received by:
Zoning District: R-2
Fee Paid \$ 400. OFF
CKH

Applicant's Name: Shiloh Hwy 1108 Solar, LLC
If the Applicant is acting as agent for another person (the "principal"), please give that person's name on the line below and submit a copy of the agency agreement/letter with this Application.
Linda Nwadike
Applicant's Mailing Address: 192 Raceway Drive Mooresville, NC 28117
Daytime Phone Number: (704) 662-0375 / /04
Street Address Location of Property: approximately at S. Sandy Hook Rd, Shiloh NC 27974 GPS Point 36.161082 & -76.020209 Construction of a 5MW AC solar facility.
General Description of Proposal:
I swear or affirm that the foregoing information and all attachments hereto (now or subsequently provided as part of this application) are true and correct to the best of my knowledge.
Signed:
Dated:
* Information to be filled out by Planning Department
*Is the Property in a Watershed Protection area?

- (F) Applicants for a Conditional Use Permit or a Special Use Permit must respond to the following issues and include those responses with their application: [Article 151.509] (The applicant may use separate sheets for answers to these questions.)
 - (1) Will the proposal in any way endanger the public health or safety?

The installation of the solar photovoltaic facility will not endanger public health or safety. The solar panels do not generate any emissions that will cause negative health effects to the public. The panels do not generate any noise, odor or lighting. The panels are safe and the technology have been widely used since the 1950s. Additionally, the panels do not have any impact on the environment.

(2) Will the proposal in any way injure the value of adjoining or abutting property?

The proposed solar facility will not injure the property value of adjoining or abutting properties in the vacinity of the project site. Many studies conducted by real estate companies, banks and local home value assessors have concluded that having a solar facility next to your home does not affect the value of that home positively or negatively. The solar facility will implement setbacks from property boundaries as required by the county ordinance. Additionally, a vegetative buffer will be added to mitigate any visual impact. A solar facility is a low impact use of neighboring property. A long term lease of the proposed solar facility site protects the property current zoning status and ensures there are no additionally development of the property for 25+ years. A list of property owners within 250 feet of the proposed site is shown on the preceeding page.

- (3) Is the proposal in conformity with the:
 - (a) Land Use Plan

 The parcel is currently zoned Residential 2 and conforms to Camden County
 Special Use Permit table (151.334) of permissible Use No 17.400 for Solar farms.
 - (b) Thoroughfare Plan Not applicable
 - (c) Watershed Plan Not applicable
- (4) Will the proposal exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities?
 - (a) Schools The installation of the solar facility will not affect nor impact the Camden county school system in anyway.
 - (b) Fire and rescue

The solar facility will not affect the Camden county fire and rescue facilities.

(c) Law Enforcement

The contruction of the facility will not impact the Camden county law enforcement. The Applicant wineed security personnel during construction of the facility and is willing to hire local law enforcement.

(d) Other County facilities

There will be no additional burden to the Camden County infrastructure including the roadway system, water and sewer service.



Elaine F. Marshall Secretary

North Carolina DEPARTMENT OF THE SECRETARY OF STATE PO Box 29622 Raleigh, NC 27626-0622 (919)807-2000

Accoun Login Registe

Click Here To:

View Document Filings File an Annual Report Amend a Previous Annual Report Print a Pre-Populated Annual Report form

Corporate Names

Legal: Shiloh Hwy 1108 Solar, LLC

Limited Liability Company Information

SosId:

1391111

Status:

Current-Active

Annual Report Status:

Current

Citizenship:

Domestic

Date Formed:

7/21/2014

January

Fiscal Month:

NC

Registered Agent:

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. tog. e to. e a . i . i . i . i . i

State of Incorporation:

Habul, Kenny

Corporate Addresses

Mailing:

192 Raceway Drive

Mooresville, NC 28117-6509

Principal Office:

192 Raceway Drive

Mooresville, NC 28117-6509

Reg Office:

192 Raceway Drive

Mooresville, NC 28117-6509

Reg Mailing:

192 Raceway Drive

Mooresville, NC 28117-6509

Company Officials

All LLCs are managed by their managers pursuant to N.C.G.S. 57D-3-20.

Manager:

Kenny Habul

192 Raceway Drive Mooresville NC 28117



SHILOH HWY 1108 SOLAR LLC PROPOSED SOLAR PROJECTS SPECIAL USE PERMIT APPLICATION

Project Overview:

Shiloh Hwy 1108 Solar, LLC (the "Applicant") is proposing to build a 5 MW (AC) renewable energy generating facility within Camden County. The facility will be constructed on approximately 50 acres of land. The Shiloh Hwy 1108 solar site is located approximately at South Sandy Hook Rd, Shiloh, North Carolina, GPS point 36.161082 & -76.020209.

The 5 MW AC project will be a ground-mounted solar photovoltaic facility utilizing a single-axis tracking system and comprised of approximately 23,000 solar modules. There will be 6-foot security fence with 1-foot barbed wire that will enclose the solar facility and there will be a 10-foot wide security access gate to allow operation and maintenance personnel access to the site. Once the solar farm has been constructed, it is anticipated the crew will visit each site less than once a month. There will be no additional burden to Camden County infrastructure including the roadway system, water and sewer service, schools or fire/police.

The panels do not generate any noise, have no emissions, no odor, no lighting and are remotely monitored on a 24-hour basis. The panels will be mounted on a racking system secured by piles driven into the ground. Geotechnical evaluations will determine the depth of the piles and all work will be in accordance with North Carolina Codes and certified by North Carolina engineers. The structural design will be designed to withstand local hurricane requirements.

Construction Timeframe & Jobs:

We anticipate construction of the site will take two to three months from issuance of a building permit and intend to hire local vendors and subcontractors whenever possible. We anticipate the creation of 100-200 full-time jobs during construction and four to five permanent positions.

Permits:

The applicant, Shiloh Hwy 1108 Solar, LLC will comply with all local building codes, North Carolina Utilities Commission rules & regulations, storm-water and erosion control standards, and Federal Energy Regulatory Commission regulations to ensure a safe and viable development for Camden County and its residents. Applicant will follow all Camden County zoning requirements in regards to setbacks, buffering, height & decommissioning



restrictions. At the end of the solar facility's useful life, the land can be easily returned to its current state.

Land Control:

Shiloh Hwy 1108 Solar LLC has entered into an Option to Lease with the below property owner and will own 100% of the generating facility built on the site. The site is comprised of the parcel as identified below:

Owner	Parcel #	Owner Address	Current Zoning
Michael Carey Riggs &	038973004033370000	1442 South 343 Shiloh, NC 27974	Residential 2
Stacey Midgette Riggs		• 0.000	1.00047

Flood Zone:

TTTT Levee

The proposed site is located on flood Zone X as can be seen on the below map, which is a minimal flood risk zone. This area is outside the 1% annual chance floodplain.



192 Raceway Drive, Mooresville, NC 28117 · Phone: 704.662.0375 · info@sunenergy1.com



Decommissioning Plan:

The applicant will follow Camden County ordinance for decommissioning. If the solar facility does not generate any electricity for a continuous period of 12 months, the facility owner has 12 months to complete decommissioning. However, the 12 months does not include any delay resulting from force majeure.

The Project consists of numerous recyclable materials, including glass, semiconductor material, steel, wood, aluminum, copper, and plastics. When the Project reaches the end of its operational life, the component parts can be dismantled and recycled. The Project components will be dismantled and removed using minimal impact conventional construction equipment and recycled or disposed of safely.

This Project has an estimated useful lifetime of 30 years or more, with an opportunity for a lifetime of 50 years or more with equipment replacement and repowering. However, this plan assumes that at the end of the 25-years the system will be completely dismantled and the site restored to its preconstruction state.

In case of abandonment of project during construction, the same decommissioning procedures will be undertaken and the same decommissioning and restoration program will be honored. The facility will be dismantled, materials removed and recycled, the soil that was removed will be graded and the site returned to its preconstruction state.

General Removal Process:

- 1. The PV facility shall be disconnected from the utility power grid.
- 2. PV modules, shall be disconnected, collected and returned per the Solar Collection and Recycling Program
- 3. Site aboveground and underground electrical interconnection and distribution cables shall be removed and recycled off-site by an approved recycling facility.
- 4. PV module support beams and aluminum racking shall be removed and recycled off-site by an approved recycler.
- 5. PV module support steel and support posts shall be removed and recycled off-site by an approved metals recycler.
- 6. Electrical and electronic devices, including transformers and inverters shall be removed and recycled off-site by an approved recycler.
- 7. Fencing shall be removed and will be recycled off-site by an approved recycler.



- 8. The only roads constructed for the project site will be the interior and perimeter access roads constructed of a minimum 4" aggregate base. These roads can remain onsite should the landowner choose to retain them, or be removed and the gravel repurposed either on- or off-site.
- 9. The Project Site may be converted to other uses in accordance with applicable land use regulations in effect at that time of decommissioning. There are no permanent changes to the site and it can be restored to its original condition including revegetation. Any soil removed for construction purposes will be relocated on the site or used for landscaping after construction is complete.

Estimated Demolition Cost:

Demolition of Solar Arrays	\$ 434,946.78
Electrical Demo Costs	\$ 75,093.81
Labor Demo Costs	\$ 140,797.73
Equipment Costs and Operator	\$ 32,497.62
Truck Costs	\$ 82,914.50
Landfill Costs	\$ 103,643.12
Demolition of O&M Building	\$ 253.10
Costs to Demo Building	\$ -
Transportation Costs to remove building	\$ 75.93
Landfill Costs for Building	\$ 177.17
Demolition of Substation	\$
Costs to demo Substation Steel and	
Equipment	\$ -
Decommission MPT, remove oil & ship	\$ -
Transportation Costs to remove debris (per	
truck)	\$ _
Landfill Costs for Substation Debris (per truck)	\$ -
Transportation Costs of foundation debris	\$ -
Landfill costs of foundation debris	\$ -
Demolition of Transmission Line	\$
Labor Costs to remove T-Line, Poles,	
equipment, etc.	\$ -
Landfill costs for Poles	\$ -
Demolition of Perimeter Fences	\$ 16,000.00
Labor Costs to remove security Fence	\$ 14,400.00
Transportation Costs	\$ 1,600.00



Land Restoration	\$ 47,531.57
Land Restoration Costs for Array Area	\$ 47,531.57
Land Restoration at Substation	\$ -
Management and Overheads (10% of Total)	\$ 48,273.15
Demolition Total	\$ 547,004.60

Estimated Decommissioning Cost:

Investment \$	12,654,838.00	2.0%
---------------	---------------	------

Year	Removal Costs (assume 2% annual labor cost inflation) (\$)	Salvage Value (\$)	NET (\$)
1	547,005	8,858,387	8,311,382
2	557,945	8,459,759	7,901,814
3	569,104	8,079,070	7,509,966
4	580,486	7,675,117	7,094,631
5	592,096	7,291,361	6,699,265
6	603,938	6,890,336	6,286,398
7	616,017	6,511,368	5,895,351
8	628,337	6,088,129	5,459,792
9	640,904	5,692,401	5,051,497
10	653,722	5,293,933	4,640,211
11	666,796	4,923,358	4,256,562
12	680,132	4,554,106	3,873,974
13	693,735	4,212,548	3,518,813
14	707,610	3,875,544	3,167,934
15	721,762	3,565,500	2,843,738
16	736,197	3,244,605	2,508,408
17	750,921	2,952,591	2,201,670
18	765,939	2,657,332	1,891,393
19	781,258	2,391,599	1,610,341
20	796,883	2,128,523	1,331,640
21	812,821	1,894,385	1,081,564
22	829,077	1,667,059	837,982
23	845,659	1,467,012	621,353
24	862,572	1,246,960	384,388
25	879,823	1,097,325	217,502

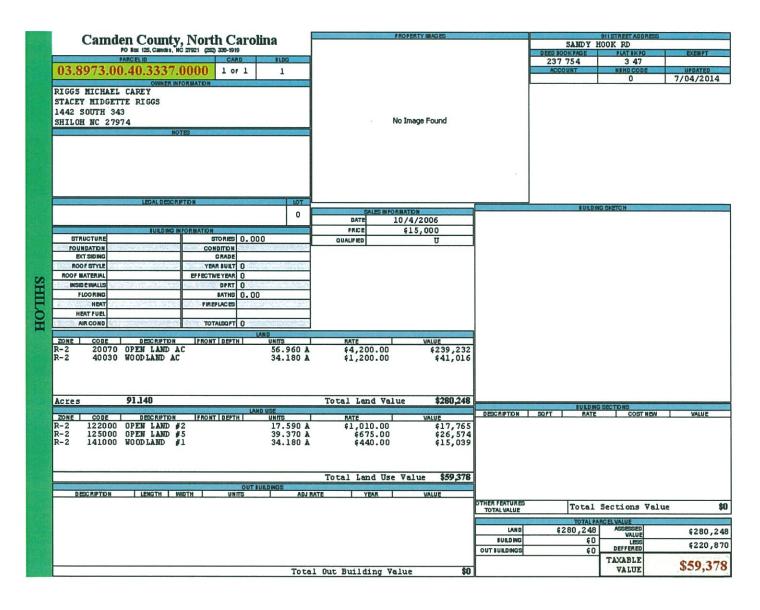


26	897,419	987,593	90,174
27	915,367	987,593	72,226
28	933,674	987,593	53,919
29	952,347	987,593	35,246
30	971,394	987,593	16,199

As discussed above, this plan assumes that at the end of the 25-years the system will be completely dismantled. At the end of the useful life of the solar modules, the facility value will be reduced to that of the commodity materials it's constructed of – steel, copper, and aluminum.

As illustrated on the above table at year 25 the estimated removal cost of the system is \$879,823 and the salvage value is \$1,097,325. Therefore, the salvage value of the system is greater than the demolition cost.

An irrevocable letter of credit required per the County Ordinance which is equal to the estimated removal cost of the solar facility less the salvage value of the equipment should be waived as the salvage value is greater than the removal cost.



BOOK 168 PAGE 243

FTEED in Candon County, HC on Jan 29 2003 at 041530 PM by: Paggy C. Kight Ragister of Deeds

NORTH CAROLINA EXCISE STAMES ATTACHED AND CANCELLED \$2.70.00 \$2.00 per \$1.000

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: \$ 270.00			
Parcel Identifier No. 03-8975-00-40-3337 Verified by 310-3 By: 13 5 090 1350 00 01 2/12	200 County on the 20 day of Ganuary, 200		
Mail/Box to: WILLIAM H. MORGAN, JR., 410 East Main Sin	ect, Elizabeth City, NC 27909		
This instrument was prepared by: WILLIAM H. MORGAN, JR	, 410 East Main Street, Elizabeth City, NC 27909		
Brief description for the Index: 112.9 ACRE PARCEL, SHILOR	H TOWNSHIP		
THIS DEED made this 29th day of, 20_03,1	ny and between		
GRANTOR	GRANTEE		
ELIZABETH T. DWIGGINS and husband, JOHN A. DWIGGINS 4007 Dogwood Trail Greensboro, NC 27410	MICHAEL C. RIGGS and wife, STACEY M. RIGGS 1442 South Highway 343 Shilob. NC 27974		
The designation Grantor and Grantee as used herein shall include aingular, plural, masculine, feminine or neuter as required by cor	e said parties, their heirs, successors, and assigns, and shall include		
WITNESSETH, that the Grantor, for a valuable consideration pa	id by the Grantee, the receipt of which is hereby acknowledged, has Grantee in fee simple, all that certain lot or parcel of land simuted in Lownship,CamdenCounty, North Carolina and more		
The property hereinabove described was acquired by Grantor by A map showing the above described property is recorded in Plat			
NC Bar Association Form No. L-3 © 1976, Revised © 1977, 20 Printed by Agreement with the NC Bar Association — 1981 S	02		

Dec RIWaquement BK 175 B 859

Book: 168 Page: 243 Se Packet Pg. 130

BOOK 168 PAGE 2 TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all priving the simple.	45 oleges and appurtenances thereto belonging to the Grantee in
And the Grantor covenants with the Grantee, that Grantor is seized of the simple, that title is marketable and free and clear of all encumbrances, a lawful claims of all persons whomsoever, other than the following except	and that Grantor will warrant and defend the title against the otions: Easements, reservations, restrictions, and rights of
IN WITNESS WHEREOF, the Grantor has duly executed the i	foregoing as of the day and was first above wainer
80. 1	LETABETH I DWIGGINS, BY JOHN A. DWIRGINS, HER ACCORDED IN FORM JOHN A. DWIGGINS
- Constitution of the cons	Program Ber A Hommail
(Entity Name)	EGIZABETH T. DWIGGINS, BY: 30m A.
Ву:	O Williams, Her Accorney-In-Fact
Title:	maker come the
	JOHN A. DWIGHINS
Ву:	
Title:	(E4)
Ву:	——————————————————————————————————————
Title:	112
State of North Carolina - County of Pasquolank	
Cambra	TORN & DWICCINS
I, the undersigned Notary Public of the County and State afores execution of the forescent instrument for the	aid, certify that
execution of the foregoing instrument for the personal	lly appeared before me this day and acknowledged the disc
execution of the foregoing instrument for the purposes therein expressed. of 2003	Witness my hand and Notarial stamp or seal this 29m day
1 1 .0	, - 11
My Commission Expires: Apr. 10, 2004	lum Hy
	Notary Public
	Producty Public
State of North Carolina - County of	
• • • • • • • • • • • • • • • • • • •	
I, the undersigned Notary Public of the County and State aforesa	id, certify that personally
came before me this day and acknowledged that he is the	
a North Carolina or corporation/limited liability corporation/	m/owners and make the district of the district
behalf as its act and deed. Witness my hand and Notarial stamp or seal, a	his day of 20
My Commission Expires:	
	Notary Public
State of North Carolina - County of	
Sale of Nota Carolina - County of	
I, the undersigned Notary Public of the County and State aforesaid,	mertify that
	~ · · · · · · · · · · · · · · · · · · ·
Witness my hand and Notarial stamp or scal, thisday of	. 20
	,
My Commission Expires:	
	Notary Public
The foregoing Certificate(s) of	it/ore
certified to be correct. This instrument and this certificate are duly registered first page hereof.	at the date and time and in the Book and Page shown on the
. •	y
By: Register of Deeds for	County
By: Deputy/Assi	stant - Register of Deeds
NC Bar Association Form No. L-3 © 1976, Revised © 1977, 2002	
Printed by Agreement with the NC Bar Association - 1981 SoftPro Co	Demonstrate 222 F. St. T. J. D. J. D
	orporation, 333 E. Six Forks Rd., Raleigh, NC 27609

Book: 168 Page: 243 Se Packet Pg. 131

GROUND LEASE AND EASEMENT AGREEMENT

This GROUND LEASE AND EASEMENT AGREEMENT, including any applicable exhibits and riders attached hereto (this "Ground Lease"), is dated as of the 17th day of March, 2016 ("Effective Date") between MICHAEL C. RIGGS and STACEY M. RIGGS, having an address at 1442 Highway 343 South, Shiloh, NC 27974 (collectively, "Owner") and SHILOH HWY 1108 SOLAR, LLC, a North Carolina limited liability company, having a principal business address at 192 Raceway Drive, Mooresville, NC 28117 and its related affiliated entities (collectively, "Tenant").

In consideration of the mutual agreements herein contained and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties hereto, intending to be legally bound hereby, hereby agree as follows:

- 1. <u>Definitions</u>. For all purposes of this Ground Lease the following terms shall have the meanings assigned to them in this <u>Article 1</u>, and include the plural as well as the singular. Capitalized terms used in this Ground Lease and not defined herein shall have the meaning given in the Option to Lease entered into by and between the Parties hereto and dated December 1, 2014.
- 1.1 "Affiliate" means, when used with reference to a specified Person, any other Person that directly, or indirectly through one or more intermediaries, controls, is controlled by or is under common control with the Person specified. For purposes of the foregoing, "control", "controlled by" and "under common control with" with respect to any Person means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of such Person, whether through the ownership of voting securities, partnership interests or by contract or otherwise.
- 1.2 "Business Day" means any day other than Saturday or Sunday or a legal holiday observed by the State of North Carolina.
- 1.3 "Casualty" means any loss or destruction of or damages to the Facility or the Site resulting from any act of God, fire, explosion, earthquake, accident or the elements, whether or not covered by insurance and whether or not caused by the fault or negligence of either Party, or such Party's employees, agents, contractors, or visitors.
 - 1.4 "Closing" has the meaning set forth in Section 23.2.
- 1.5 "Commercial Operation Date" means the date upon which Tenant notifies Owner that the Facility is commercially operational.
- 1.6 "Environmental Laws" means any federal, state or local law, code, statute, ordinance, rule, regulation, rule of common law, guideline or informal policy position, relating to or imposing liability or standards of conduct concerning any hazardous, toxic or dangerous waste, substance or material; or any substances or mixture of any Hazardous Materials regulated thereunder, now or hereafter enacted or promulgated (collectively, and including, without limitation, any such laws which require notice of the use, presence, storage, generation, disposal

further agrees to indemnify and hold Owner harmless for any and all damage of any kind arising from Tenant's failure to comply with the aforementioned rules and regulations.

24.19 No Waiver. Failure of either party to complain of any act or omission on the part of the other party, no matter how long the same may continue, shall not be deemed to be a waiver by said party of any of its rights hereunder. No waiver by either party at any time, express or implied, of any breach of any other provision of this Lease shall be deemed a waiver of a breach of any other provision of this Lease or a consent to any subsequent breach of the same or any other provision. If any action by either party shall require the consent or approval of the other party, the other party's consent to or approval of such action on any one occasion shall not be deemed a consent to or approval of said action on any subsequent occasion. Any and all rights and remedies which either party may have under this Lease or by operation of law, either at law or in equity, upon any breach, shall be distinct, separate and cumulative and shall not be deemed inconsistent with each other; and no one of them whether exercised by said party or not, shall be deemed to be in exclusion of any other; and two or more or all of such rights and remedies may be exercised at the same time.

24.20 Advice of Counsel. Each party to this Ground Lease represents and warrants to each other party that such party has read and fully understands the terms and provisions hereof, has had an opportunity to review this Ground Lease with legal counsel, and has executed this Agreement based upon such party's own judgment and advice of independent legal counsel (if sought).

IN WITNESS WHEREOF, the Parties hereto have caused this Ground Lease to be duly executed by their respective officers thereto duly authorized as of the day and year first above written.

[Signature pages to follow]

OWNER:
Mc Mc C Coo Michael C. Riggs
Stacey M. Riggs
STATE OF NORTH CAROLINA COUNTY OF PASQUOTANK
I, William H. Morgan, Jr., a Notary Public, do hereby certify that MICHAEL C. RIGGS personally appeared before my this day and acknowledged the due execution of the foregoing instrument.
Witness my hand and official seal this the HM day of April , 2016. Notary Public (Official Seal)
My Commission Expires: April 10, 2019 (Official Seal) Countries
STATE OF NORTH CAROLINA COUNTY OF 1ASOLOTANK
1, William H. Morgan, Jr., a Notary Public, do hereby certify that STACEY M. RIGGS personally appeared before me this day and acknowledged the due execution of the foregoing instrument.
Witness my hand and official seal this the 4th day of April , 2016. Notary Public My Commission Expires: April 10, 2019 (Official Seal)
My Commission Expires: April 10, 2019

 $\mathbf{f}=f^{i}$



[Signatures continued from previous page]

TENANT:

SHILOH HWY 1108 SOLAR, LLC

By: Yearny Habul

Title: Manager

STATE OF NORTH CAROLINA COUNTY OF IREDELL

I, <u>Macking is Mainked</u> a Notary Public, do hereby certify that Kenny Habul personally appeared before me this day and acknowledged that he is the Manager of SHILOH HWY 1108 SOLAR, LLC, and by authority duly given and as the act of Manager, appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this 15 day of April , 2016.

Moonin Minhaed (SEAL)
Notary Public(

My Commission Expires: 4-0-19

MACKENZIE MEINHOLD NOTARY PUBLIC NORTH CAROLINA MECKLENBURG COUNTY MY COMM EXP 04-02-2019

Dave Parks

From: Chris Carver <ccarver@cityofec.com>

Sent: Tuesday, November 01, 2016 10:18 AM

To: Dave Parks

Subject: Re: Proposed Solar Farm

Dave,

I do not see any major issues with this site. The only concern I see is that Sun Energy must maintain the site throughout its lifetime, meaning grass kept cut in and around the fenced area to prevent a grass fire. I feel that they do this at their other sites but wanted to put it in an official comment for TRC. I also agree with Kirk, that there needs to be some sort of training provided in the event an emergency occurs within the fenced in area. They should be aware of the amount of electricity that is present so that no one gets hurt. If you need anything else do not hesitate to give me a call.

Chris Carver Deputy Chief of Administration Elizabeth City Fire Department 252-338-3913 Office 252-340-0343 Cell

On Thu, Oct 27, 2016 at 2:21 PM, Dave Parks < dparks@camdencountync.gov > wrote:

Attached is a proposed site plan with summary letter on a proposed solar farm located at/near the intersection of Sandy Hook Road and Sassafras Road in Shiloh Township. The Special Use Permit for the use is scheduled to go to the Planning Board on November 16, 2016. Request provide any inputs you may have by November 4, 2016.

David Parks

Permit Officer

Camden County

(252) 338-1919 ext 232

Dave Parks

From: Kirk Jennings <kirkjennings@centurylink.net>

Sent: Monday, October 31, 2016 7:54 PM

To: Dave Parks

Subject: Re: Proposed Solar Farm

Dave

I don't see where this would pose any issues to the fire department. However, the only request that I do have would be for Sun Energy to provide us some type of tour and training of the facility when it is completed so that our personnel know what to do or not to do if we are ever faced with an emergency at the facility.

Thanks Kirk

Sent from my iPhone

On Oct 27, 2016, at 2:21 PM, Dave Parks <dparks@camdencountync.gov> wrote:

Attached is a proposed site plan with summary letter on a proposed solar farm located at/near the intersection of Sandy Hook Road and Sassafras Road in Shiloh Township. The Special Use Permit for the use is scheduled to go to the Planning Board on November 16, 2016. Request provide any inputs you may have by November 4, 2016.

David Parks
Permit Officer
Camden County
(252) 338-1919 ext 232

<Sun Energy Summary.pdf>

<Shiloh hwy 1108 10-7-16 Site Plan.pdf>

Dave Parks

From:

Midgett, Randy <rmidgett@ncdot.gov>

Sent:

Monday, October 31, 2016 11:21 AM

To:

Dave Parks

Cc:

Hoadley, James W

Subject:

RE: Proposed Solar Farm

Dave,

Our only comments are that prior to construction they will need to apply for Driveway Permits and Encroachment Agreements.

Randy W. Midgett, PE

District Field Engineer
Division One – District One
NC Department of Transportation

252 331 4737 office 252 339 1766 mobile rmidgett@ncdot.gov

1929 North Road Street Elizabeth City, NC 27909



~~Nothing Compares ->

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Facebook Twitter YouTube

From: Dave Parks [mailto:dparks@camdencountync.gov]

Sent: Thursday, October 27, 2016 2:21 PM

To: ccarver@cityofec.com; kirkjennings@centurylink.net; Bass, Brent W; Midgett, Randy

Cc: Dan Porter

Subject: Proposed Solar Farm

Attached is a proposed site plan with summary letter on a proposed solar farm located at/near the intersection of Sandy Hook Road and Sassafras Road in Shiloh Township. The Special Use Permit for the use is scheduled to go to the Planning Board on November 16, 2016. Request provide any inputs you may have by November 4, 2016.

David Parks Permit Officer Camden County (252) 338-1919 ext 232

Memorandum

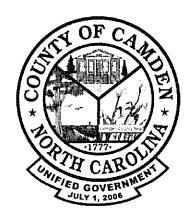
To: Dan Porter, Planning Director

From: Greg Johnson, Drainage Engineer

Date: October 24, 2016

Re: Solar Energy1

Plan and Calculations Review



I received a drainage submittal package from the Timmons Group on Oct 20. The materials were dated October 14, 2016. Contained within the package were

- 1. Pre and Post development drainage area maps
- 2. A narrative
- 3. Solis report
- 4. NOAA Precipitation report and
- 5. Pre and Post predicted runoff reports from Pond Pack

The report directly addresses our criterion that the project reduces the potential curve number from the computed existing condition by four points. They note the existing curve numbers based upon row crops in good condition. I validated this as correct during my field inspection. They report that the post developed conditions emulates a grass (open space) condition after construction. Based upon previous experience I suggest that this is correct. There are reports available through an internet search which also suggest this outcome.

Reducing the curve number by four points helps ensure that the pre to post flow rates show a reduction once the project is completed. Based upon this information I advise that the materials be accepted with conditions.

The materials included runoff rates from the project using Pond Pack. I suggest that these rates may not be realistic and not acceptable. Because of the curve number analysis there is no present need to revise them. Our manual directs that EPA SWMM be used to calculate flows. The topography in out county is flat. Simply calculating a runoff without a routing of flows will result in misleading high flow rates. If there is a future need to calculate a flow rate a proper analysis shall be performed and shall analyze the hydraulic characteristics of the receiving system.

The engineer states with in the materials that the existing grading and drainage patterns will be maintained. This is stated on the plans. I ask that as a condition of acceptance that an additional note be added that states that existing ditch grades and sections will be maintained and that no pipes or culverts will be placed on the project.

Materials Review SunEnergy1

October 24, 2016 Page 2

The engineer also states that this submittal does not address the site under construction. The under construction condition can produce more runoff than the existing condition and release significant amounts of sediment. This must be addressed before construction begins.

If you have any questions concerning these comments, please call me.

Respectively submitted

C. Gregory Johnson, P.E.

(757) 353-8695 3536 W. Coral Key

Virginia Beach, VA 23452-4404



Richard C. Kirkland, Jr., MAI 5029 Hilltop Needmore Road Fuquay Varina, North Carolina 27526 Phone (919) 285-2951 rkirkland2@gmail.com www.kirklandappraisals.com

July 24, 2014

Mr. Louis Iannone Strata Solar Suite 101 1119 US 15-501 Hwy South Chapel Hill, North Carolina 27517

Dear Mr. Iannone:

At your request, I have considered the likely impact of a solar farm to be located on 47.92 acres on the south side of Hillside Dairy Road and north side of US Highway 64, Siler City, North Carolina.

The scope of this assignment is to address the likely impact this may have on adjoining properties. To this end I have researched and visited existing and proposed solar farms, researched articles through the Appraisal Institute and other studies, as well as discussed the likely impact with other real estate professionals. I have not been asked to assign any value to any specific property.

This letter is a limited report of a real property appraisal consulting assignment and subject to the limiting conditions attached to this letter. My client is Strata Solar represented to me by Mr. Louis Iannone. The intended use is to assist in the Special Use Permit application. The effective date of this consultation is july 23, 2014, the date of my inspection of the property and surrounding area.

Proposed Use Description

The property is located on 47.92 acres on the south side of Hillside Dairy Road and north side of US Highway 64, Siler City, North Carolina. The property is currently owned by Swannie Ann Clark.

Adjoining land is used primarily for agriculture and some low density residential uses.

The solar farm will consist of fixed solar panels that will generate no noise, no odor, and less traffic than a residential subdivision. The appearance will all be panels less than 10 feet in height that will be located behind a chain link fence.

Existing tree buffers run along most of the property lines based on the project map with new landscaped buffers proposed for the northern and southern boundaries, as well as along the southwest corner.

The property has 13 parcels that adjoin the parent tract of the subject property. I have numbered the parcels as shown on the following map. The adjoining uses are predominately agriculture by acreage and by number of parcels. This is very similar to the areas where solar farms are typically located with a mix of residential and agricultural uses.



Adjoining Use Breakdown

	Acreage	Parcels
Agricultural	46.79%	23.53%
Residential	9.55%	64.71%
Res/Agri	43.66%	11.76%
Total	100.00%	100.00%

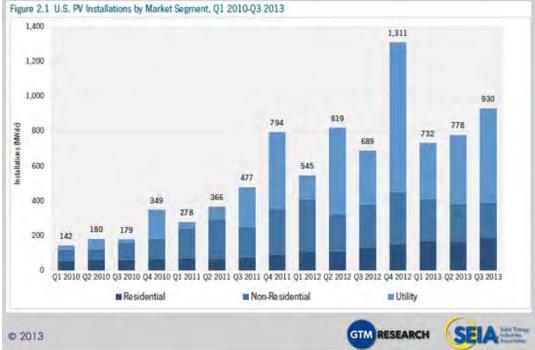
Surrounding Uses

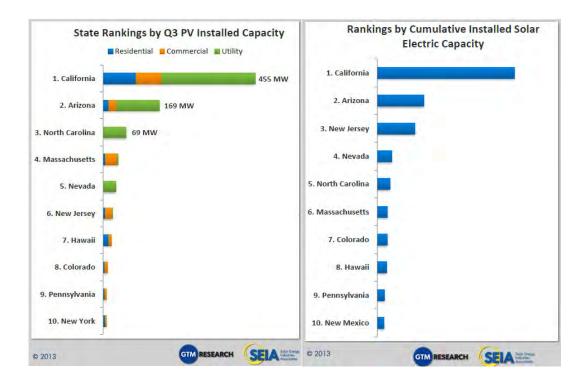
			GIS Data		% Adjoining	% Adjoining
#	MAP ID	Owner	Acres	Present Use	Acres	Parcels
1	9702-95-3491	Brooks	95.410	Agricultural	31.14%	7.69%
2	9712-14-4850	Brooks	2.950	Residential	0.96%	7.69%
3	9712-15-5684	Cheng	12.670	Agri/Res	4.14%	7.69%
4	9712-15-8397	Shelby	5.000	Agri/Res	1.63%	7.69%
5	9712-24-2985	Johnson	9.180	Agri/Res	3.00%	7.69%
6	9712-24-1179	Callaway	6.000	Agricultural	1.96%	7.69%
7	9712-34-0189	Bouldin	59.360	Agri/Res	19.37%	7.69%
8	9712-22-9784	Town & Country	58.040	Agricultural	18.94%	7.69%
9	9712-11-0892	Clark	8.100	Agricultural	2.64%	7.69%
10	9712-12-2469	Payne	6.000	Agri/Res	1.96%	7.69%
11	9712-02-7527	M&M	17.580	Agricultural	5.74%	7.69%
12	9712-03-6623	Clark	24.310	Agricultural	7.93%	7.69%
13	9712-04-7428	Gaines	1.800	Residential	0.59%	7.69%
		Total	306.400		100.00%	100.00%

Solar Farms in North Carolina

Across the nation the number of solar installations has dramatically increased over the last few years as the change in the technology and economy made these solar farms more feasible. The charts below show how this market has grown and is expected to continue to grow from 2010 and projections out to 2016. The U.S. Solar Market Insight Reports for 2010 and 2011 which is put out by the Solar Energy Industries Association note that 2010 was a "breakout" year for solar energy and the continued the boom of solar power is shown in the steady growth. North Carolina was ranked as having the 3rd most active photovoltaic installed capacity in 2013.







As shown in the charts above, North Carolina was the third largest installer of solar energy in the third quarter of 2013. North Carolina is the fifth largest installer of solar energy in the United States.

Solar Farm Market Analysis

I have researched a number of solar farms in North Carolina to determine the impact of these facilities on the value of adjoining property. I have provided a breakdown of the adjoining uses to show what adjoining uses are typical for solar farms and what uses would likely be considered consistent with a solar farm use. This breakdown is included in the Harmony of Use section of this report.

I also conducted a series of matched pair analysis. A matched pair analysis is where you consider two similar properties with only one difference of note so that you can determine whether or not that difference has any impact on value. In this case, I have considered residential properties adjoining a solar farm versus similar residential properties that do not adjoin a solar farm. I have also considered some matched pairs of vacant residential and agricultural land.

As outlined in the discussion of each matched pair, I concluded that there is no impact in sale price for residential, agricultural or vacant residential land that adjoins existing or proposed solar farms.

I note that the numbering for the solar farms in the addenda correspond to the charts in the Harmony of Use Tables later in this report.

Solar Farm Comparables With Matched Pairs

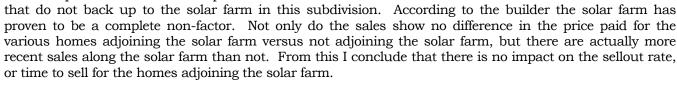
I have provided more detailed information on a few of the solar farms attached to the addendum of this report to focus on those with matched pairs. These come from a larger set of solar farms that I have researched and summarized in the charts under Harmony of Use/Compatability of Use.

The sets of matched pairs all support the conclusion that the solar farm has no negative impact on adjacent residential and agricultural properties.

Matched Pair A – AM Best Solar Farm, Goldsboro, NC

This solar farm adjoins Spring Garden Subdivision that has new homes and lots still available for new construction. The recent home sales have ranged from \$200,000 to \$250,000. Currently homes are being listed for \$240,000 to \$260,000. The solar farm is clearly visible especially along the north end of this street where there is only a thin line of trees separating the solar farm from the single family homes.

Homes backing up to the solar farm are selling at the same price for the same floor plan as the homes



I spoke with a number of owners who adjoin the solar farm and none of them expressed any concern over the solar farm impacting their property value.

The data presented on the following page shows five homes that have sold in 2013 adjoining the solar farm at prices similar to those not along the solar farm. These series of sales provide a strong indication that the solar farm has no impact on the adjoining residential use.





AM Best Solar Farm, Goldsboro, NC

Matched Pairs

As of Date: 3/6/2014

Adjoining S	ales After Solar	Farm Annou	ınced					
#	TAX ID	Owner	Acres	Date Sold	Sales Price	Built	GBA	\$/GBA Style
20	3600169964	Feddersen	1.56	Feb-13	\$247,000	2012	3,571	\$69.17 Ranch
21	3600169964	Gentry	1.42	Apr-13	\$245,000	2013	3400	\$72.06 2 Story
	3600195570	Helm	0.76	Sep-13	\$250,000	2013	3292	\$75.94 2 Story
	3600195361	Leak	1.49	Sep-13	\$260,000	2013	3652	\$71.19 2 Story
	3600196656	Hinson	0.75	Dec-13	\$255,000	2013	3453	\$73.85 2 Story
		Average	1.20		\$251,400	2013	3,474	\$72.44
		Median	1.42		\$250,000	2013	3,453	\$72.06
Nearby Sales	s After Solar Fa	rm Complete	d					
#	TAX ID	Owner	Acres	Date Sold	Sales Price	Built	GBA	\$/GBA Style
	3600193710	Barnes	1.12	Oct-13	\$248,000	2013	3,400	\$72.94 2 Story
	3601105180	Nackley	0.95	Dec-13	\$253,000	2013	3,400	\$74.41 2 Story
	3600192528	Mattheis	1.12	Oct-13	\$238,000	2013	3,194	\$74.51 2 Story
		Average	1.06		\$246,333	2013	3,331	\$73.96
		Median	1.12		\$248,000	2013	3,400	\$74.41
	ales Before Sola							
#	TAX ID	Owner	Acres	Date Sold	Sales Price	Built	GBA	\$/GBA Style
22	3600183905	Carter	1.57	Dec-12	\$240,000	2012	3,347	\$71.71 1.5 Story
23	3600193097	Kelly	1.61	Sep-12	\$198,000	2012	2,532	\$78.20 2 Story
24	3600194189	Hadwan	1.55	Nov-12	\$240,000	2012	3,433	\$69.91 1.5 Story
		Average	1.59		\$219,000	2012	2,940	\$74.95
		Median	1.59		\$219,000	2012	2,940	\$74.95
Nearby Sales	s Before Solar F	arm Announ	ced					
#	TAX ID	Owner	Acres	Date Sold	Sales Price	Built	GBA	\$/GBA Style
	3600191437	Thomas	1.12	Sep-12	\$225,000	2012	3,276	\$68.68 2 Story
	3600087968	Lilley	1.15	Jan-13	\$238,000	2012	3,421	\$69.57 1.5 Story
	3600087654	Burke	1.26	Sep-12	\$240,000	2012	3,543	\$67.74 2 Story
	3600088796	Hobbs	0.73	Sep-12	\$228,000	2012	3,254	\$70.07 2 Story
		Average	1.07		\$232,750	2012	3,374	\$69.01
		Median	1.14		\$233,000	2012	3,349	\$69.13
							•	

AM Best Solar Farm, Goldsboro, NC



View of home in Spring Garden with solar farm located through the trees and panels visible.



View from vacant lot at Spring Garden with solar farm panels visible through trees.

Matched Pair B - O2 Solar Farm, Zebulon, NC

A new solar farm was approved near Zebulon off Pearces Road, but the approval apparently is being appealed and the solar farm has not yet been constructed. This is not a Strata Solar project.

The owner of this land, George Ray, also owns two adjoining lots that back up to this property and he intends to build spec homes on those lots in the future.

Lots adjoining this property to the north were owned by Dukes Lake Properties, LLC and are part of the Meadows of Dukes Lake. This subdivision was developed in 2007/2008 and only one lot has been sold and no homes built since that time due to the recession. Initially, the developer intended to build \$350,000 homes with lots priced around \$60,000, or 17% of the finished home price.

All of the unsold lots at Meadows of Dukes Lake sold in December 2013 to Wynn Construction for \$25,000 per lot for 22 lots.



Typically, a bulk sale of lots will be discounted off the individual lot price. This is similar to comparing the cost of a can of coke purchased by the can or by the case. There is always a big discount for the price per can if purchased by the case. Typically, for a subdivision that is projected to do well with a strong sellout this discount will run anywhere from 10% to 30%. Troubled subdivision lots such as the Meadows of Dukes Lake will see a discount of 30% to 60%. The projected lot price for this subdivision is clearly not \$60,000 as no lots were sold from 2008 through 2012 when there was no word of any solar farm project. There were a great many troubled subdivisions in similar rural locations that got caught in the recession and lots just could not be sold at almost any price. This difficulty in lot sales was not attributable to the solar farm as the solar farm was not announced until late 2012.

Furthermore, I considered the bulk sale of lots in the nearby subdivision of Wakefield Manors. This subdivision is located to the south with better proximity to highways. A total of 63 lots were sold in April 2013 for \$15,000 per lot. These lots were in a development where homes were previously selling for over \$400,000 in 2006, though the most recent sales are closer to \$300,000. These lots are in a superior subdivision where higher priced homes have been built and are projected to be built. The location is better, but there are a larger number of lots. The bulk discount on these lots is substantially greater than that at the subject property which attests to the difficulty in the market. However, Wakefield Manors has no solar farm and the bulk lot sale was significantly lower than the Meadows of Dukes Lake bulk lot sale. This strongly shows that no additional impact is attributable to the potential solar farm.

I also considered a bulk lot sale of lots at Brighton of Wendell. This is another subdivision with a better location and within an ongoing subdivision with existing home sales. A total of 55 lots were sold by Jim Hoffman Lake Lots, LLC out of this subdivision on June 28, 2012 for \$700,000, or \$12,727 per lot. Retail lot prices were offered at \$19,900 to \$25,900, suggesting a 50% discount for the bulk lot purchase. Homes in this neighborhood were selling for \$220,000 to \$250,000 prior to the downturn in the market with the most recent home sale being \$171,000. Again, this comparable sale shows a lower price per lot for a similar subdivision. These lots sold for half the amount of the lots that are proposed to adjoin the solar farm. Again, this matched pair strongly shows no additional impact attributable to the solar farm. If anything these two matched pairs show that the lots at the Meadows of Dukes Lake are selling at a higher price point than these other two recent bulk lot sales.

Matched Pair C - White Cross Solar Farm, Chapel Hill, NC

A new solar farm was built at 2159 White Cross Road in Chapel Hill, Orange County in 2013. After construction, the owner of the underlying land sold the balance of the tract not encumbered by the solar farm in July 2013 for \$265,000 for 47.20 acres, or \$5,606 per acre. This land adjoins the solar farm to the south and was clear cut of timber around 10 years ago. I compared this purchase to a nearby transfer of 59.09 acres of timber land just south along White Cross Road that sold in November 2010 for \$361,000, or \$6,109 per acre. After purchase, this land was divided into three mini farm tracts of 12 to 20 acres each. These rates are very similar and the difference in price per acre is attributed to the timber value and not any impact of the solar farm.

I consider this matched pair to strongly support the assertion that adjacency to a solar farm has no impact on adjoining residential/agricultural land.

Harmony of Use/Compatibility of Use

I have visited a number of existing and proposed solar farms to determine what uses are compatible with a solar farm. The data strongly supports adjoining agricultural and residential uses. While I have focused on adjoining uses, I note that there are many examples of solar farms being located within a quarter mile of residential developments, including such notable developments as Governor's Club in Chapel Hill, which has a nearby Strata Solar Farm. Governor's Club is a gated golf community with homes selling for \$300,000 to over \$2 million.

The matched pair subdivisions noted above also show an acceptance of residential uses adjoining solar farms as a compatible or harmonious use.

Beyond these anecdotal references, I have quantified the adjoining uses for a number of solar farm comparables that are included in my files to derive a breakdown of the adjoining uses for each solar farm. The chart below shows the breakdown of adjoining uses by total acreage.

Pei	rcentage By Adjoinin	ng Acreage							
	, ,	0 1 1 0 1							All Res All Comm
		Res	Ag	Res/AG	Park	Sub	Comm	Ind	Uses Uses
1	Goldsboro	35%	23%	0%	0%	3%	2%	37%	61% _ 39%
2	Willow Springs	8%	26%	66%	0%	0%	0%	0%	100% 0%
3	Kings Mtn	3%	12%	4%	0%	0%	0%	82%	18% 82%
4	White Cross	5%	51%	44%	0%	0%	0%	0%	100% 0%
5	Two Lines	3%	87%	8%	0%	3%	0%	0%	100% _ 0%
6	Strata	0%	0%	0%	100%	0%	0%	0%	100% 0%
7	Avery	13%	40%	47%	0%	0%	0%	0%	100% 0%
8	Mayberry	24%	51%	0%	0%	0%	4%	20%	76% 24%
9	Progress I	0%	45%	4%	0%	0%	0%	50%	50% 50%
10	Progress II	1%	99%	0%	0%	0%	0%	0%	100% 0%
11	Sandy Cross	0%	0%	100%	0%	0%	0%	0%	100% 0%
12	Zebulon	47%	0%	53%	0%	0%	0%	0%	100% 0%
13	Baldenboro	18%	59%	22%	0%	0%	0%	0%	100% 0%
14	Dement	33%	40%	27%	0%	0%	0%	0%	100% 0%
15	Vale Farm	1%	13%	86%	0%	0%	0%	0%	100% 0%
16	Eastover	0%	0%	0%	0%	0%	0%	0%	0% 0%
17	Wagstaff	7%	89%	4%	0%	0%	0%	0%	100% 0%
18	Roxboro	1%	93%	5%	0%	0%	0%	1%	99% 1%
19	McCallum	5%	93%	1%	0%	0%	0%	0%	100% 0%
20	Vickers	21%	58%	13%	0%	0%	2%	6%	92% 8%
21	Stout	52%	38%	0%	0%	0%	0%	10%	90% 10%
22	Mile	0%	20%	54%	0%	0%	0%	25%	75% 25%
	Average	13%	43%	24%	5%	0%	0%	11%	85% 11%
	Median	13% 5%	40%	24% 6%	5% 0%	0%	0%	0%	100% 0%
		5% 52%	40% 99%	100%	100%	3%	0% 4%	0% 82%	100% 0%
	High	52% 0%		0%				82% 0%	
	Low	U%	0%	U%	0%	0%	0%	υ%	0% 0%

 $Res = Residential, \ Ag = Agriculture, \ Sub = Substation, \ Com = Commercial, \ Ind = Industrial.$

I have also included a breakdown of each solar farm by number of adjoining parcels by parcel instead of acreage. Using both factors provides a better concept of what the neighboring properties consist.

Pe	Percentage By Number of Parcels Adjoining										
									All Res	Α	II Comm
		Res	Ag	Res/AG	Park	Sub	Comm	Ind	Uses		Uses
1	Goldsboro	0%	0%	0%	0%	0%	0%	0%	0%		0%
2	Willow Springs	42%	37%	21%	0%	0%	0%	0%	100%	•	0%
3	Kings Mtn	40%	30%	10%	0%	0%	0%	20%	80%		20%
4	White Cross	33%	20%	40%	0%	7%	0%	0%	100%		0%
5	Two Lines	38%	46%	8%	0%	8%	0%	0%	100%	_	0%
6	Strata	71%	0%	14%	14%	0%	0%	0%	100%	-	0%
7	Avery	50%	38%	13%	0%	0%	0%	0%	100%	•	0%
8	Mayberry	42%	8%	0%	0%	0%	25%	25%	50%		50%
9	Progress I	0%	50%	25%	0%	0%	0%	25%	75%		25%
10	Progress II	20%	80%	0%	0%	0%	0%	0%	100%	-	0%
11	Sandy Cross	17%	0%	83%	0%	0%	0%	0%	100%	_	0%
12	Zebulon	90%	0%	10%	0%	0%	0%	0%	100%		0%
13	Bladenboro	62%	28%	7%	0%	3%	0%	0%	100%		0%
14	Dement	83%	6%	11%	0%	0%	0%	0%	100%	1	0%
15	Vale Farm	10%	20%	70%	0%	0%	0%	0%	100%		0%
16	Eastover	0%	0%	0%	0%	0%	0%	0%	0%		0%
17	Wagstaff	65%	30%	3%	0%	0%	0%	3%	98%		3%
18	Roxboro	33%	50%	8%	0%	0%	0%	8%	92%		8%
19	McCallum	77%	15%	4%	0%	0%	0%	4%	96%		4%
20	Vickers	47%	32%	5%	0%	0%	5%	11%	84%		16%
21	Stout	78%	6%	0%	0%	0%	0%	17%	83%		17%
22	Mile	0%	36%	45%	0%	0%	0%	18%	82%		18%
	Average	41%	24%	17%	1%	1%	1%	6%	84%		7%
	Median	41%	24%	9%	0%	0%	0%	0%	99%		0%
	High	90%	80%	83%	14%	8%	25%	25%	100%		50%
	Low	0%	0%	0%	0%	0%	0%	0%	0%		0%

Res = Residential, Ag = Agriculture, Sub = Substation, Com = Commercial, Ind = Industrial.

Both of the above charts show a marked residential and agricultural adjoining use for most solar farms. In fact every single solar farm considered included an adjoining residential use except for Progress I, which included an adjoining residential/agricultural use. These comparable solar farms clearly support a compatibility with adjoining residential uses along with agricultural uses.

Specific Factors on Harmony and Compatibility of Use

Appearance

Solar farm panels have no associated stigma at this time and in smaller collections are found in yards and roofs in many residential communities. Larger solar farms using fixed panels are a passive use of the land that is considered in keeping with a rural/residential area. Comparing a solar farm to a larger greenhouse as shown below is a very reasonable comparison given that a greenhouse is essentially another method for collecting passive solar energy. The greenhouse use is well received in residential/rural areas and has a similar visual impact as a solar farm.







I note that the fixed solar panels are all less than 10 feet high, which means that the visual impact of the solar panels will be less high than a typical greenhouse or even a single story residential dwelling. This property could be developed with single family housing that would have a much greater visual impact on the surrounding area given that a two-story home with attic could be four times as high as these proposed panels. The panels will be located behind a chain link fence.

The comparable solar farms that I have considered are presented in the addenda and include a variety of photos of solar farms. The photos show that these sites are generally well-maintained and there is no significant negative view.

For the reasons stated above, I conclude that the appearance of the proposed solar farm will maintain or enhance adjoining property values.

Noise

The proposed solar panels will be fixed and will not move to follow the sun. As these are passive, fixed solar panels there is no noise associated with these panels. The transformer reportedly has a hum that can only be heard in close proximity to this transformer and the buffers on the property are sufficient to make this hum inaudible from the adjoining properties.

There will be minimal onsite traffic generating additional noise.

The various solar farms that I have inspected and identified in the addenda were inaudible from the roadways. I heard nothing on any of these sites associated with the solar farm.

For the reasons stated above, I conclude that the lack of any noise associated with the proposed solar farm indicates that this use will maintain or enhance adjoining property values.

Odor

The solar panels give off no odor of which I am aware.

The various solar farms that I have inspected and identified in the addenda produced no noticeable odor off site.

I therefore conclude that odor from the proposed project is not a factor and the project as designed will maintain or enhance the value of contiguous properties.

Traffic

The solar farm will have no onsite employee's or staff. Maintenance of the site is minimal and relative to other potential uses of the site, such as a residential subdivision, the additional traffic on this site is insignificant.

For the reasons stated above, I conclude that the lack of any significant traffic associated with the proposed solar farm indicates that this use will maintain or enhance adjoining property values.

Hazardous material

The solar farm presents no potential hazardous waste byproduct as part of normal operation. Any fertilizer, weed control, vehicular traffic, or construction will be significantly less than typically applied in a residential development or even most agricultural uses.

The various solar farms that I have inspected and identified in the addenda have no known pending environmental impacts associated with the development and operation of those farms.

I therefore conclude that there is no hazardous material concerns associated with the proposed project and therefore the project as designed will maintain or enhance the value of contiguous properties.

Market Commentary

I have surveyed a number of builders, developers and investors regarding solar farms over the last year. I have received favorable feedback from a variety of sources with some examples provided below.

A new solar farm was built on Zion Church Road at the Punch property. After construction of the solar farm in 2013, an adjoining tract of land with 88.18 acres sold for \$250,000, or \$2,835 per acre. This was a highly irregular tract of land with significant tree cover between it and the solar farm. I have compared this to a current listing of 20.39 acres of land that is located southeast just a little ways from this solar farm. This land is on the market for \$69,000, or \$3,428 per acre. Generally, a smaller tract of land would be listed for more per acre. Considering a size adjustment of 5% per doubling in size, and a 10% discount for the likely drop in the closed price off of the asking price, I derive an indicated value per acre of the smaller tract of \$2,777 per acre. This is very similar to the recently closed sale adjoining the solar farm.

I consider this matched pair to strongly support the assertion that adjacency to a solar farm has no impact on adjoining residential/agricultural land.

I spoke with Lynn Hayes a broker with Berkshire Hathaway who sold a home at the entrance to Pickards Mountain where the home exits onto the Pickard Mountain Eco Institute's small solar farm. This home closed in January 2014 for \$735,000. According to Ms. Hayes the buyer was excited to be living near the Eco Institute and considered the solar farm to be a positive sign for the area. There are currently a number of 10 acre plus lots in Pickards Meadow behind this house with lots on the market for \$200,000 to \$250,000.

Rex Vick with Windjam Developers has a subdivision in Chatham County off Mt. Gilead Church Road known as The Hamptons. Home prices in The Hamptons start at \$600,000 with homes over \$1,000,000. Mr. Vick expressed interest in the possibility of including a solar farm section to the development as a possible additional marketing tool for the project.

Mr. Eddie Bacon, out of Apex North Carolina, has inherited a lot of family and agricultural land and he has expressed interest in using a solar farm as a method of preserving the land for his children and grandchildren while still deriving a useful income off of the property. He indicated that he believed that solar panels would not in any way diminish the value for this adjoining land.

I spoke with Carolyn Craig, a Realtor in Kinston, North Carolina who is familiar with the Strata Solar Farms in the area. She noted that a solar farm in the area would be positive. "A solar farm is color coordinated and looks nice." "A solar farm is better than a turkey farm," which is allowed in that area. She would not expect a solar farm will have any impact on adjoining home prices in the area.

Mr. Michael Edwards, a broker and developer in Raleigh, indicated that a passive solar farm would be a great enhancement to adjoining property. "You never know what might be put on that land next door. There is no noise with a solar farm like there is with a new subdivision."

These are just excerpts I've noted in my conversations with different clients or other real estate participants that provided other thoughts on the subject that seemed applicable.

Conclusion

The matched pair analysis shows no impact in home values due to the adjacency to the solar farm as well as no impact to adjacent vacant residential or agricultural land. The solar farm at Pickards Mountain Eco Institute shows no impact on lot and home marketing nearby. The criteria for making downward adjustments on property values such as appearance, noise, odor and traffic all indicate that a solar farm is a compatible use for a rural/residential transition area.

Similar solar farms have been approved adjoining agricultural uses and residential developments. The adjoining residential uses have included single family homes up to \$260,000 on lots as small as 0.74 acres, mobile homes, and apartments. The solar farm at the Pickards Mountain Eco Institute adjoins a home that sold in January 2014 for \$735,000 and in proximity to lots being sold for \$200,000 to \$250,000 for homes over a million dollars. Clearly, adjoining agricultural uses are consistent with a solar farm.

Based on the presented information and my experience in appraising land and residential subdivision developments, I conclude that the proposed solar farm will have no negative impact on the adjoining properties and that this is a compatible and harmonious use with the area.

If you have any further questions please call me any time.

Sincerely,

Richard C. Kirkland, Jr., MAI State Certified General Appraiser

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Limiting Conditions and Assumptions

Acceptance of and/or use of this report constitutes acceptance of the following limiting conditions and assumptions; these can only be modified by written documents executed by both parties.

- The basic limitation of this and any appraisal is that the appraisal is an opinion of value, and is, therefore, not a guarantee that the property would sell at exactly the appraised value. The market price may differ from the market value, depending upon the motivation and knowledge of the buyer and/or seller, and may, therefore, be higher or lower than the market value. The market value, as defined herein, is an opinion of the probable price that is obtainable in a market free of abnormal influences.
- ❖ I do not assume any responsibility for the legal description provided or for matters pertaining to legal or title considerations. I assume that the title to the property is good and marketable unless otherwise stated.
- I am appraising the property as though free and clear of any and all liens or encumbrances unless otherwise stated.
- I assume that the property is under responsible ownership and competent property management.
- I believe the information furnished by others is reliable, but I give no warranty for its accuracy.
- ❖ I have made no survey or engineering study of the property and assume no responsibility for such matters. All engineering studies prepared by others are assumed to be correct. The plot plans, surveys, sketches and any other illustrative material in this report are included only to help the reader visualize the property. The illustrative material should not be considered to be scaled accurately for size.
- ❖ I assume that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. I take no responsibility for such conditions or for obtaining the engineering studies that may be required to discover them.
- ❖ I assume that the property is in full compliance with all applicable federal, state, and local laws, including environmental regulations, unless the lack of compliance is stated, described, and considered in this appraisal report.
- ❖ I assume that the property conforms to all applicable zoning and use regulations and restrictions unless nonconformity has been identified, described and considered in this appraisal report.
- I assume that all required licenses, certificates of occupancy, consents, and other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained in this report is based.
- ❖ I assume that the use of the land and improvements is confined within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted in this report.
- ❖ I am not qualified to detect the presence of floodplain or wetlands. Any information presented in this report related to these characteristics is for this analysis only. The presence of floodplain or wetlands may affect the value of the property. If the presence of floodplain or wetlands is suspected the property owner would be advised to seek professional engineering assistance.
- ❖ For this appraisal, I assume that no hazardous substances or conditions are present in or on the property. Such substances or conditions could include but are not limited to asbestos, urea-formaldehyde foam insulation, polychlorinated biphenyls (PCBs), petroleum leakage or underground storage tanks, electromagnetic fields, or agricultural chemicals. I have no knowledge of any such materials or conditions unless otherwise stated. I make no claim of technical knowledge with regard to testing for or identifying such hazardous materials or conditions. The presence of such materials, substances or conditions could affect the value of the property. However, the values estimated in this report are predicated on the assumption that there are no such materials or conditions in, on or in close enough proximity to the property to cause a loss in value. The client is urged to retain an expert in this field, if desired.

- Unless otherwise stated in this report the subject property is appraised without a specific compliance survey having been conducted to determine if the property is or is not in conformance with the requirements of the Americans with Disabilities Act (effective 1/26/92). The presence of architectural and/or communications barriers that are structural in nature that would restrict access by disabled individuals may adversely affect the property's value, marketability, or utility.
- Any allocation of the total value estimated in this report between the land and the improvements applies only under the stated program of utilization. The separate values allocated to the land and buildings must not be used in conjunction with any other appraisal and are invalid if so used.
- Possession of this report, or a copy thereof, does not carry with it the right of publication.
- I have no obligation, by reason of this appraisal, to give further consultation or testimony or to be in attendance in court with reference to the property in question unless further arrangements have been made regarding compensation to Kirkland Appraisals, LLC.
- * Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser, or the firm with which the appraiser is connected) shall be disseminated to the public through advertising, public relations, news, sales, or other media without the prior written consent and approval of Kirkland Appraisals, LLC, and then only with proper qualifications.
- Any value estimates provided in this report apply to the entire property, and any proration or division of the total into fractional interests will invalidate the value estimate, unless such proration or division of interests has been set forth in the report.
- Any income and expenses estimated in this report are for the purposes of this analysis only and should not be considered predictions of future operating results.
- This report is not intended to include an estimate of any personal property contained in or on the property, unless otherwise state.
- This report is subject to the Code of Professional Ethics of the Appraisal Institute and complies with the requirements of the State of North Carolina for State Certified General Appraisers. This report is subject to the certification, definitions, and assumptions and limiting conditions set forth herein.
- The analyses, opinions and conclusions were developed based on, and this report has been prepared in conformance with, our interpretation of the guidelines and recommendations set forth in the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA).
- This is a Real Property Appraisal Consulting Assignment.

Certification - Richard C. Kirkland, Jr., MAI

I certify that, to the best of my knowledge and belief:

- 1. The statements of fact contained in this report are true and correct;
- 2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, unbiased professional analyses, opinions, and conclusions;
- 3. I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved;
- 4. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment;
- 5. My engagement in this assignment was not contingent upon developing or reporting predetermined results;
- 6. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of the appraisal;
- 7. The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute;
- 8. The reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- 9. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives;
- 10. I have made a personal inspection of the property that is the subject of this report, and;
- 11. No one provided significant real property appraisal assistance to the person signing this certification.
- 12. As of the date of this report I have completed the requirements of the continuing education program of the Appraisal Institute;
- 13. I have not appraised this property within the last three years.

Disclosure of the contents of this appraisal report is governed by the bylaws and regulations of the Appraisal Institute and the National Association of Realtors.

Neither all nor any part of the contents of this appraisal report shall be disseminated to the public through advertising media, public relations media, news media, or any other public means of communications without the prior written consent and approval of the undersigned.

Richard C. Kirkland, Jr., MAI State Certified General Appraiser

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ASSO APPRAIS



Solar Farm Comparable 1

Name AM Best Farm
Address 2815 N William St
City Goldsboro

CityGoldsboroCountyWayne

 Tract Acres
 38

 Effective Acres
 38

 Output (MW)
 6.65

Remarks:

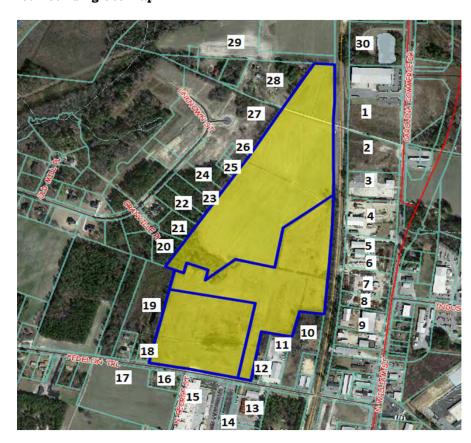
Year Built 2013 SUP Approved Feb-13 Inspection Feb-13



Adjoining Use Breakdown

	Acreage	Parcels
Industrial	37.41%	43.33%
Commercial	1.92%	3.33%
Agriculture	22.69%	3.33%
Substation	2.58%	3.33%
Residential	35.40%	46.67%
Total	100.00%	100.00%

Surrounding Use Map



Matched Pairs

2/11/2014 As of Date:

Adjoining Sales	Adjoining Sales After Solar Farm Announced								
#	TAX ID	Owner	Acres	Date Sold	Sales Price	Built	GBA	\$/GBA	Style
20	3600169964	Feddersen	1.56	Feb-13	\$247,000	2012	3,571	\$69.17	Ranch
21	3600169964	Gentry	1.42	Apr-13	\$245,000	2013	3400	\$72.06	2 Story
	3600195570	Helm	0.76	Sep-13	\$250,000	2013	3292	\$75.94	2 Story
	3600195361	Leak	1.49	Sep-13	\$260,000	2013	3652	\$71.19	2 Story
	3600196656	Hinson	0.75	Dec-13	\$255,000	2013	3453	\$73.85	2 Story
		Average	1.20		\$251,400	2013	3,474	\$72.44	'
		Median	1.42		\$250,000	2013	3,453	\$72.06	
									·
Nearby Sales A	fter Solar Farm	Completed							
#	TAX ID	Owner	Acres	Date Sold	Sales Price	Built	GBA	\$/GBA	Style
	3600193710	Barnes	1.12	Oct-13	\$248,000	2013	3,400	\$72.94	2 Story
	3601105180	Nackley	0.95	Dec-13	\$253,000	2013	3,400	\$74.41	2 Story
	3600192528	Mattheis	1.12	Oct-13	\$238,000	2013	3,194	\$74.51	2 Story
		A	1.06		\$046.222	0012	2 221	φ 72.0 6	
		Average	1.06		\$246,333	2013	3,331	\$73.96	
		Median	1.12		\$248,000	2013	3,400	\$74.41	
Adjoining Sales	s Before Solar F	arm Announced	1						
#	TAX ID	Owner	Acres	Date Sold	Sales Price	Built	GBA	\$/GBA	Style
22	3600183905	Carter	1.57	Dec-12	\$240,000	2012	3,347	\$71.71	1.5 Story
23	3600193097	Kelly	1.61	Sep-12	\$198,000	2012	2,532	\$78.20	2 Story
24	3600194189	Hadwan	1.55	Nov-12	\$240,000	2012	3,433	\$69.91	1.5 Story
		Average	1.59		\$219,000	2012	2,940	\$74.95	ı
		Median	1.59		\$219,000	2012	2,940	\$74.95	
					, , , , , , ,		-,-	,	,
~	efore Solar Farr	n Announced							
#	TAX ID	Owner	Acres	Date Sold	Sales Price	Built	GBA	\$/GBA	•
	3600191437	Thomas	1.12	Sep-12	\$225,000	2012	3,276		2 Story
	3600087968	Lilley	1.15	Jan-13	\$238,000	2012	3,421		1.5 Story
	3600087654	Burke	1.26	Sep-12	\$240,000	2012	3,543		2 Story
	3600088796	Hobbs	0.73	Sep-12	\$228,000	2012	3,254	\$70.07	2 Story
		Average	1.07		\$232,750	2012	3,374	\$69.01	
		Median	1.07		\$232,750	2012	3,349	\$69.01	
		median	1.14		φ233,000	2012	3,349	φυ9.13	

Solar Farm Comparable 4

Name White Cross

Address 2159 White Cross Rd

CityChapel HillCountyOrange

 Tract Acres
 121.21

 Effective Acres
 45

 Output (MW)
 5

Remarks: Built on land adjoining a mobile home park with the same ownership of the solar farm. Owner also adjoining agricultural land.

 Date Built
 2013

 SUP Approved
 2012

 Inspection Date
 3/26/2012



Surrounding Uses

% Adjoining Adjoining

					•	
#	TAX ID	Owner	Acres	Present Use	Acres	Parcels
1	9748456955	Cheek	19.88	Res/Ag	3.59%	6.67%
2	9748652607	Tripp	8.96	Residential	1.62%	6.67%
3	9748656467	Rich	31.76	Res/Ag	5.73%	6.67%
4	9748557159	Cecil	5.52	Residential	1.00%	6.67%
5	9748642712	Cecil	34.69	Res/Ag	6.26%	6.67%
6	9748734645	Barber	143.7	Agriculture	25.92%	6.67%
7	9748535992	Hackney	28.31	Agriculture	5.11%	6.67%
8	9748620795	Hackney	110.62	Agriculture	19.95%	6.67%
9	9748446160	Hackney	3.95	Residential	0.71%	6.67%
10	9748432369	Duke Energy	1.55	Substation	0.28%	6.67%
11	9748431180	Hackney	2.01	Residential	0.36%	6.67%
12	9748320786	Byron	35.8	Res/Ag	6.46%	6.67%
13	9748233155	Goodman	4.95	Residential	0.89%	6.67%
14	9748242720	Bradshaw	95.47	Res/Ag	17.22%	6.67%
15	9748267381	Cecil	27.24	Res/Ag	4.91%	6.67%
		Total	554.41		100%	100%

Adjoining Use Breakdown

	Acreage	Parcels
Agricultural	50.98%	20.00%
Res/Ag	44.16%	40.00%
Residential	4.58%	33.33%
Substation	0.28%	6.67%
Total	100.00%	100.00%

Surrounding Use Map



Matched Pairs

As of Date: 2/28/2014

Туре	TAX ID	Owner	Acres	Date	Price	\$/Acre	Notes	Conf By
Adjoins Solar	9748336770	Haggerty	47.20	Jul-13	\$265,000	\$5,614	Clear cut	Betty Cross, broker
Not Near Solar	9747184527	Purcell	59.09	Nov-10	\$361,000	\$6,109	Wooded	Dickie Andrews, broker

The difference in price is attributed to the trees on the older sale.

No impact noted for the adjacency to a solar farm.

I looked at a number of other nearby land sales without proximity to a solar farm for this matched pair, but this land sale required the least allowance for differences in size, utility and location.

Solar Farm Comparable 5

NameTwo Lines FarmAddressZion Church Road

CityHickoryCountyCatawba

 Tract Acres
 100.56

 Effective Acres
 100.56

 Output (MW)
 6.4

Remarks: Owner of solar farm also owns 87% of adjoining acreage and 46% of adjoining parcels. Two large powerline easements cross this property.

 Date Built
 2013

 SUP Approved
 2012

 Inspection Date
 6/4/2012

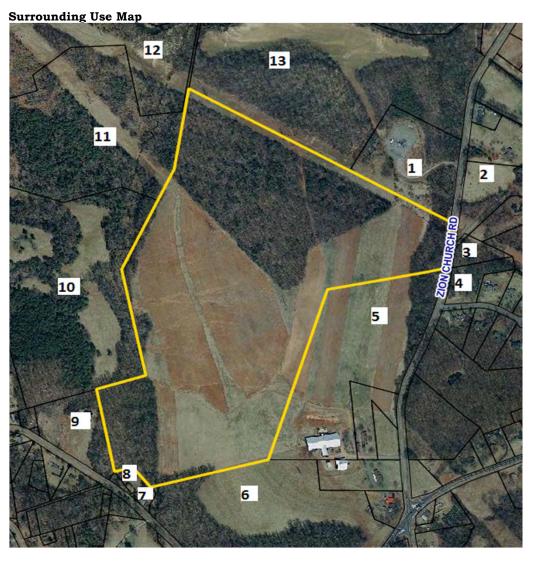


Surrounding Uses

				•	% Adjoinin _i	% Adjoining
#	TAX ID	Owner	Acres	Present Use	Acres	Parcels
1	700850	Duke Ene	10.46	Substation	2.81%	7.69%
2	1440	Childers	28.7	Res/Ag	7.71%	7.69%
3	1439	Dice	1.4	Residential	0.38%	7.69%
4	1437	Bolick	2.26	Residential	0.61%	7.69%
5	1429	Punch	24.23	Agricultural	6.51%	7.69%
6	1424	Punch	39.52	Agricultural	10.61%	7.69%
7	1426	Ramseur	0.44	Residential	0.12%	7.69%
8	1427	Mungro	0.69	Residential	0.19%	7.69%
9	1905	Alice M R	5.8	Residential	1.56%	7.69%
10	1403	Punch	49.6	Agricultural	13.32%	7.69%
11	1402	Punch	59.35	Agricultural	15.93%	7.69%
12	1401	Punch	61.18	Agricultural	16.43%	7.69%
13	1428	Punch	88.83	Agricultural	23.85%	7.69%
		Total	372.46		100%	100%

Adjoining Use Breakdown

	Acreage	Parcels
Agricultural	86.64%	46.15%
Res/Ag	7.71%	7.69%
Residential	2.84%	38.46%
Substation	2.81%	7.69%
Total	100.00%	100.00%



Matched Pairs

As of Date: 2/11/2014

Type	TAX ID Owne	er Acres	Date	Sales Price	\$/Acre	Size Adj.	Listing Adj.
Adjoins	360904929959 Whist	nant 88.18	Apr-13	\$250,000	\$2,835	\$2,835	\$2,835
Not	360904612718 Ruff	20.39	Listing	\$69.900	\$3.428	\$3.085	\$2.777

I adjusted the smaller comp downward by 10% for being less than 1/4th the size of the subject property. I adjusted the smaller comp downward by 10% for being a listing that will likely close for less. The adjusted prices are very similar.

No impact indicated by this approach.

Solar Farm Comparable 12

NameZebulon Solar FarmAddress2129 Pearces Road

CityZebulonCountyWake

Tract Acres 15.5 Effective Acres 15.5

Output (MW)

Remarks: Owner plans to

build homes on adjoining lots.

Date Built Proposed

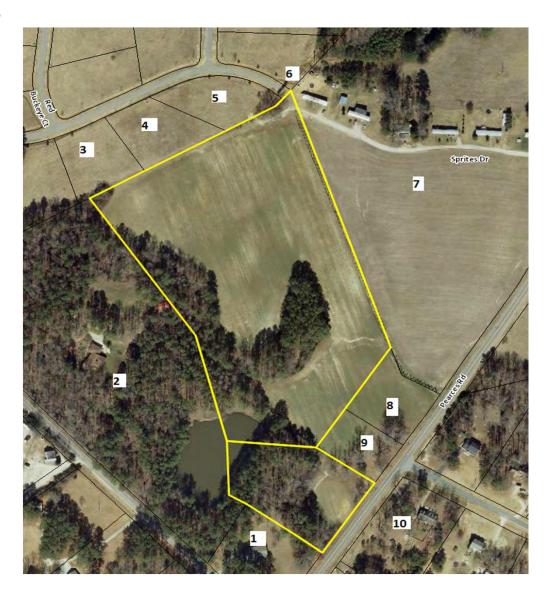
SUP Approved

Inspection Date 1/20/2013

Adjoining Use Breakdown

	Acreage	Parceis
Res/Ag	53.41%	10.00%
Residential	46.59%	90.00%
Total	100.00%	100.00%

Surrounding Use Map



Surrounding Uses

					% Adjoining	% Adjoining	
#	TAX ID	Owner	Acres	Present Use	Acres	Parcels	Notes
1	110351	Fish	1.58	Residential	3.64%	10.00%	
2	338130	Windley	11.04	Residential	25.45%	10.00%	
3	362386	Dukes	1.00	Residential	2.31%	10.00%	
4	362385	Dukes	1.04	Residential	2.40%	10.00%	
5	362384	Dukes	1.00	Residential	2.31%	10.00%	
6	362383	Dukes	1.00	Residential	2.31%	10.00%	
7	22047	Sprite	23.17	Res/Ag	53.41%	10.00%	Mobile homes
8	338127	Ray	1.00	Residential	2.31%	10.00%	Owner of farm
9	338128	Ray	0.74	Residential	1.71%	10.00%	Owner of farm
10	145071	McClure	1.81	Residential	4.17%	10.00%	

Total 43.38

Matched Pairs

As of Date: 2/11/2014

#	TAX ID (Owner	Acres	Present Use	Date Sold	Price	Notes
1	110351 F	Fish	1.58	Residential	9/17/2012	\$165,000	Owner unaware of
							proposed solar

The Meadows of Dukes Lake

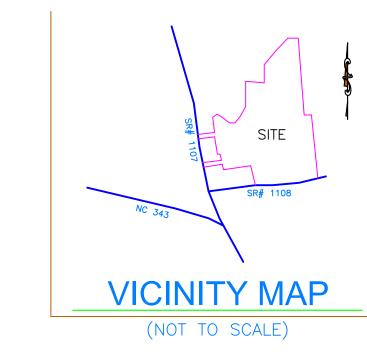
In December 2013, a total of 22 lots were sold from Dukes Lake Properties to Wynn Construction for \$25,000/lot. These lots were sold in three deeds with no differentiation between the lots adjoining the proposed solar farm and the lots that did not adjoin the proposed solar farm. These lots average 1 acre in size. The only lot that sold in this subdivision was Lot 4 which was 4.64 acres and it sold for \$75,000 in 2010. Wynn Construction is advertising this neighborhood for homes ranging from \$240,000 to \$270,000.

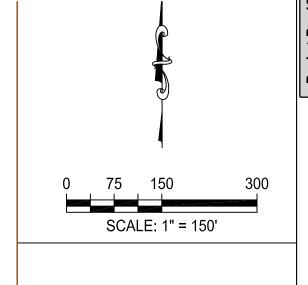
A nearby subdivision, Wakefield Meadows, was acquired by Honeywood Investments, LLC as 63 lots in April 2013 for \$15,000 per lot.

Homes are selling for around \$300,000, whereas they were selling for over \$400,000 in 2006.

Both neighborhoods suffered in the downturn and sold bulk lots at significant discounts as shown above. However, the discount at the subdivision not near a solar farm was significantly higher than the discount seen at the Meadows of Dukes Lake.

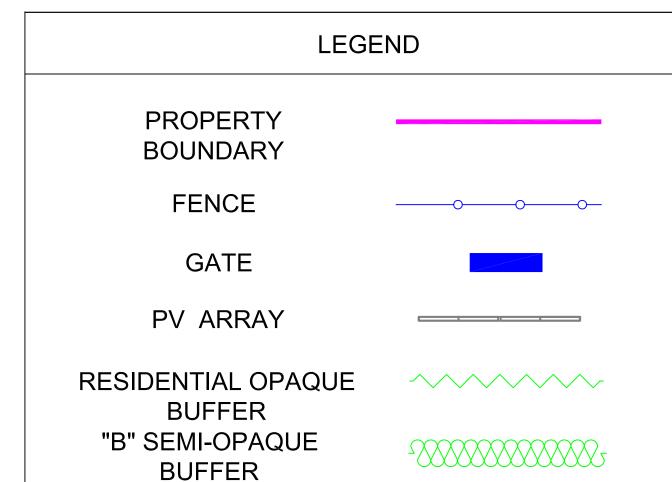
These collections of lots therefore show no sign that the solar farm impacted the lot values.





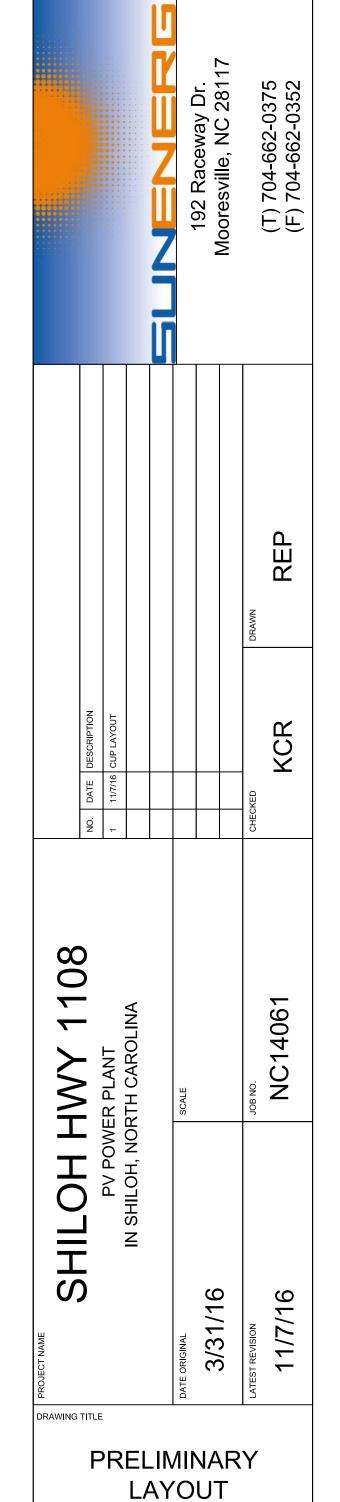
TOTAL AC OUTPUT 5 MW

ADDRESS APPOX.958 SOUTH SANDY HOOK RD SHILOH, NORTH CAROLINA 27973



NOTES:

- 1. PROJECT IS LOCATED IN FLOOD ZONE X PER FEMA FLOOD MAPS.
- 2. TOTAL SITE ACREAGE: 91.140 ACRES UTILIZING 50.963 ACRES
- 3. LATITUDE: 36.161082 LONGITUDE: -76.020209
- 4. POINT OF INTERCONNECTION WILL CONSIST OF UP TO 5 POLES OWNED BY DOMINION POWER LOCATED ALONG THE LEFT SIDE OF SASSAFRAS LANE.
- 5. LANDSCAPE BUFFERS SHALL CONSIST OF RESIDENTIAL BUFFER (OPAQUE BUFFER) ALONG RESIDENTIAL PROPERTY BOUNDARIES, AND TYPE B (SEMI-OPAQUE BUFFER) ALONG PUBLIC ROADS AND RIGHT OF WAYS. ALL BUFFERS SHALL BE APPROVED BY LOCAL AUTHORITIES.
- 6. FENCE SHALL CONSIST OF 6 FT CHAIN LINK WITH 1' BARBED WIRE TOPPER.



SL1.0



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.1

Meeting Date: January 03, 2017

Submitted By: Dave Parks, Permit Officer

Planning & Zoning

Prepared by: Angela Wooten

Item Title Public Meeting - Sandy Hook Crossing Major Subdivision

Attachments: Agenda Summary Sheet Sketch Sandy Hook Crossing

(PDF)

UDO 2016-09-14 Sketch Plan Sandy Hook Crossing

Major Subdivision (PDF)

Sketch Plan Sandy Hook Croosing (PDF)

Summary:

Recommendation:

Attachment: Agenda Summary Sheet Sketch Sandy Hook Crossing (1508 : Public Meeting - Sandy Hook Crossing Major Subdivision)

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number:

Meeting Date: January 3, 2017

Attachments: Sketch Plan/Staff Findings/TRC inputs

Submitted By: Planning Department

ITEM TITLE: Public Meeting; Sketch Plan

Sandy Hook Crossing Major Subdivision

- Steve Bradshaw (UDO 2016-09-14)

SUMMARY:

Planning Board met on November 16, 2016 to consider the Sketch Plan for Sandy Hook Crossing a 16 lot major subdivision and after discussion with staff and applicant and considering Technical Review Committee input, Planning Board recommended approval of the Sketch Plan for Sandy Hook Crossing with the recommendations as stated in Staffs Findings on a 6-0 vote.

RECOMMENDATION:

- 1) Hold Public Meeting.
- 2) Motion to amend agenda for consideration.

MOTION MAI	ום של
C. Riggs	
T. White	
G. Meiggs	
R. Krainiak	
R. Munro	
NO MOTION	
VOTE:	
C. Riggs	
T. White	
T. White G. Meiggs	
G. Meiggs	
G. Meiggs R. Krainiak	
G. Meiggs R. Krainiak R. Munro	

Packet Pg. 171

STAFF REPORT

UDO 2016-09-14 **Sketch Plan Sandy Hook Crossing Major Subdivision**

PROJECT INFORMATION

File Reference:

UDO 2016-09-14

Project Name;

PIN:

03-8964-00-94-3691

Applicant: Address: Steve Bradshaw

102 Avery Drive Shiloh, NC 27974

Phone:

(252) 455-1028

Email:

Agent for Applicant:

Address: Phone:

Email:

Current Owner of Record: See Attached Deed

Meeting Dates:

10/25/2016 Neighborhood Meeting

Technical Review Committee 11/02/2016

11/16/2016 Planning Board

Sandy Hook Crossing **Application Received**:

9/26/16

By:

David Parks, Permit Officer

Application Fee paid: \$2,400 Check #231

Completeness of Application: Application is

generally complete

Documents received upon filing of application or otherwise included:

Land Use Application A.

Sketch Plan В.

C. Deeds

Perc Tests (2) from Albemarle Regional D.

Health Services

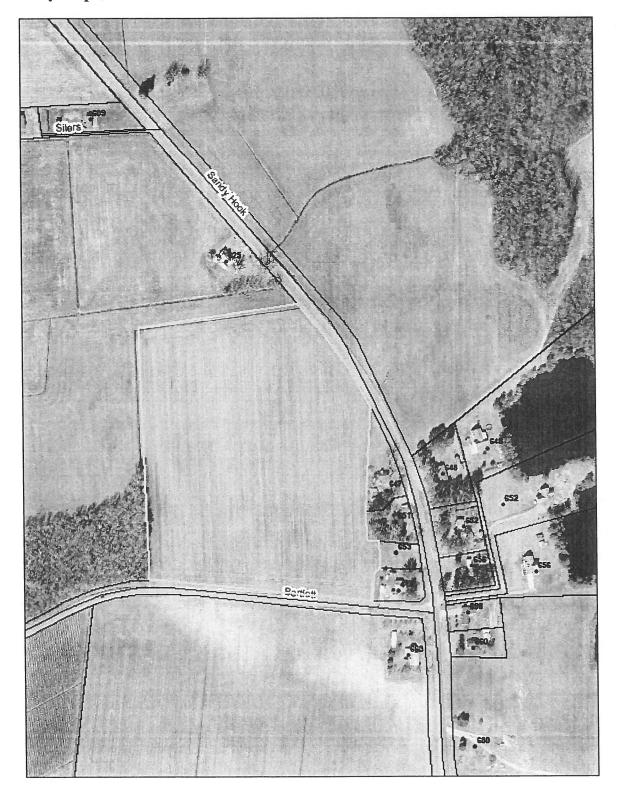
PROJECT LOCATION:

Street Address: Property fronted by Sandy Hook and Bartlett Roads

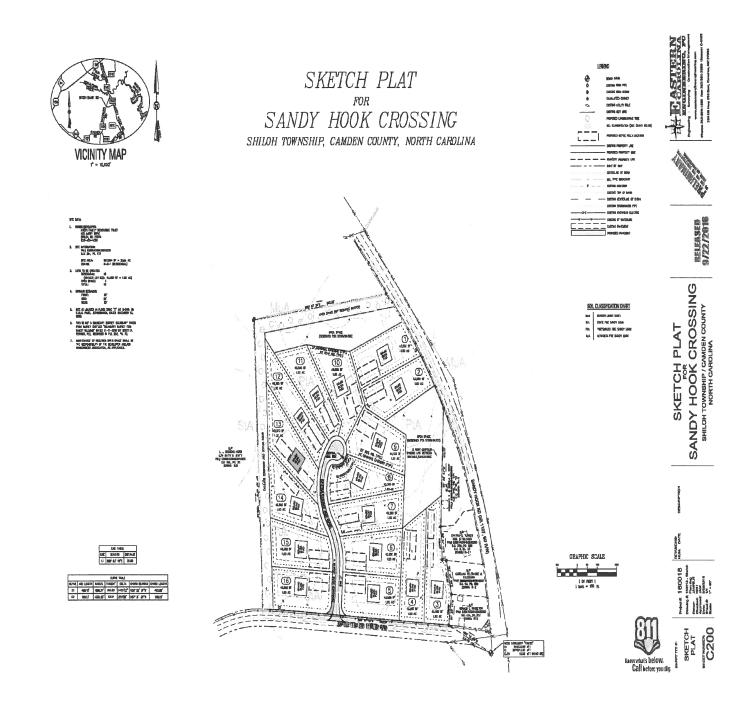
Location Description: Shiloh Township

5.1.b

Vicinity Map:



REQUEST: Sketch Plan Sandy Hook Crossing Major Subdivision – 16 lots - **Article 151.230 of the Code of Ordinances**.



SITE DATA

Lot size:

Approximately 22 acres

Flood Zone:

Zone X (Located outside the 100 & 500 year flood)

Zoning District(s):

Basic Residential (R3-1)

Adjacent property uses:

Predominantly agriculture with some residential.

Streets:

Shall be dedicated to public under control of NCDOT.

Street/Subdivision name:

Approved by (Central Communications)

Open Space:

Provided

Landscaping:

Landscaping Plan required at Preliminary plat.

Buffering:

Per Article 151.232 (N), a 50' landscaped vegetative buffer required along

all property lines that abut non-residential uses.

Recreational Land:

N/A

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches:

Distance & description of nearest outfall: .

TECHNICAL REVIEW STAFF (SKETCH PLAN) COMMENTS

- 1. **South Camden Water**. Approved as is.
- 2. Albemarle Regional Health Department. Perc test completed on 2 lots (10% of lots required to be perc tested).
- 3. South Camden Fire Department. No response
- 4. Pasquotank EMS (Central Communications). No response
- 5. Sheriff's Office. Approved as is.
- 6. Postmaster Elizabeth City. No response.

- 7. Superintendent/Transportation Director of Schools. No response.
- 8. Camden Soil & Water Conservationist. No response.
- 9. **NCDOT**. No response.
- 10. Mediacom. No response.
- 11. Central Communications 911. Approved as is.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:

Consistent ⊠

Inconsistent 🛛

CAMA Land Suitability Maps has land designated as Moderate Suitability and Future Land Use Maps has land designated as Low Density Residential.

2035 Comprehensive Plan

Consistent □

Inconsistent ⊠

Property zoned R3-1 (Basic Residential) prior to adoption of Comprehensive Plan Future Land Use Maps which has area designated as Rural Preservation.

PLANS CONSISTENCY - cont.

Comprehensive Transportation Plan

Consistent ⊠

Inconsistent □

Property abuts Sandy Hook (SR 1107) and Bartlett (SR 1118) roads

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes		No		Endangering the public health and safety?
				In staff's opinion, application does not appear to endanger public health and safety.
Yes		No		Injure the value of adjoining or abutting property.
				In staff's opinion, application does not appear to injure the value of adjoining or abutting property. Current zoning allows for Modular and Site built homes, consistent with the area.
EXC	EED P	UBLIC	FACILITIES:	
Yes	×	No		Schools: Proposed development will generate 7 students (.44 per household X 16 lots). High School over capacity: 2016/2017 capacity: 570 Enrollment: 607
Yes		No		Fire and rescue:
Yes		No		Law Enforcement:

Staff's Recommendation:

Staff recommends approval of Sketch Plan Sandy Hook Crossing Major Subdivision with the following recommendations:

- 1. Need to look obtaining drainage easements from adjacent property owners to the outfalls.
- 2. When preparing drainage plans consult with Health Department for any ditching requirements related to the septic system.

Packet Pg. 177

Land Use/Development Application

County of Camden, North Carolina

Depending upon the type of proposal, the proposal may require a Zoning Permit, Conditional Use Permit, or Special Use Permit. This form is used as the start of the application process. All applicants must submit a site plan (see "Minimum Site Plan Requirements") and a valid Health Department permit. Applicants for a Conditional Use Permit or Special Use Permit should review the "Requirements for Conditional Use Permit and Special Use Permit Applications".

Applicants for a subdivision must submit this form as their Special Use Permit application.

Please consult the Planning Office, (252) 338-1919, with any questions about your application.

PLEASE PRINT OR TYPE

Office Use Only
PIN:03-8964-00-94-3691
UDO#2016 - 09 - 14
Date Received: 9/26/16
Received by:
Zoning District: R-2
Fee Paid \$ 2 400.00
Please Do Not Write In This Box

1dK# 231

Applicant's Name: Steve Bradshaw

If the Applicant is acting as agent for another person (the "principal"), please give that person's name on the line below and submit a copy of the agency agreement / letter with this Application.

Avery Family Revocable Trust of July 14, 2000

Applicants Mailing Address:	102 Avery Drive Address Line 1				
	Address Line 2				
	Shiloh, NC 27974 City, State, and Zip Code				
Daytime Phone Number:	<u>252-455-1028</u>				
Street Address Location of Property	: +/- 22ac Sandy Hook & Bartlett Roads				
General Description of Proposal:	Sandy Hook Crossing - Sketch Plat (16 Lot Major Residential Subdvision)				
I swear or affirm that the foregoing information and all attachments hereto (now or subsequently provided as part of this application) are true and correct to the best of my knowledge.					
	Signed: Steven D. Busham				
	Dated: 9/22/16				
Office Use Only, Please Do Not Wr	cite In This Box				
Is the Property in a Watershe	d Protection area? ///				
Flood Zone (from FIRM Map	Taxes Paid? YesNo				

ALBEMARLE REGIONAL HEALTH SERVICES

230539

Applicant:

5.1.b

EASTERN CAROLINA ENGINEERING C/O JASON MIZELLE P O BOX 128 CAMDEN, NC 27921

Owner: **AVERY FAMILY TRUST** 102 AVERY DRIVE SHILOH, NC 27974

Site Location:

LOT 15 SANDYHOOK/BARTLETT RD SHILOH, NC 27974

GPD: 360

LTAR: 0.500

Classification: Provisionally Suitable

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Pay permit fee of \$225

Comments:

Seasonal Soil Wetness 30"

Date: 10/14/2016

Packet Pg. 179

ALBEMARLE REGIONAL HEALTH SERVICES

230538

Applicant:

EASTERN CAROLINA ENGINEERING C/O JASON MIZELLE P O BOX 128 CAMDEN, NC 27921

Owner: **AVERY FAMILY TRUST** 102 AVERY DR SHILOH, NC 27974

Site Location:

LOT 2 SANDYHOOK/BARTLETT RD SHILOH, NC 27974

GPD: 360

LTAR: 0.500

Classification: Provisionally Suitable

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

To obtain an Authorization to Construct:

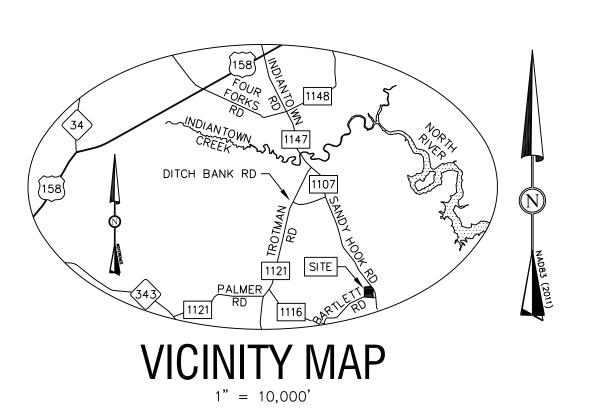
- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Pay permit fee of \$225

Comments:

Seasonal Soil Wetness 36"

EHS:

Date: 10/14/2016



SITE DATA:

- 1. OWNER/DEVELOPER:

 AVERY FAMILY REVOCABLE TRUST
 102 AVERY DRIVE
 SHILOH, NC 27974
 252-455-1028
- 2. SITE INFORMATION: PIN# 038964009436910000 D.B. 324, PG. 177

SITE AREA: R-3-1 (RESIDENTIAL)

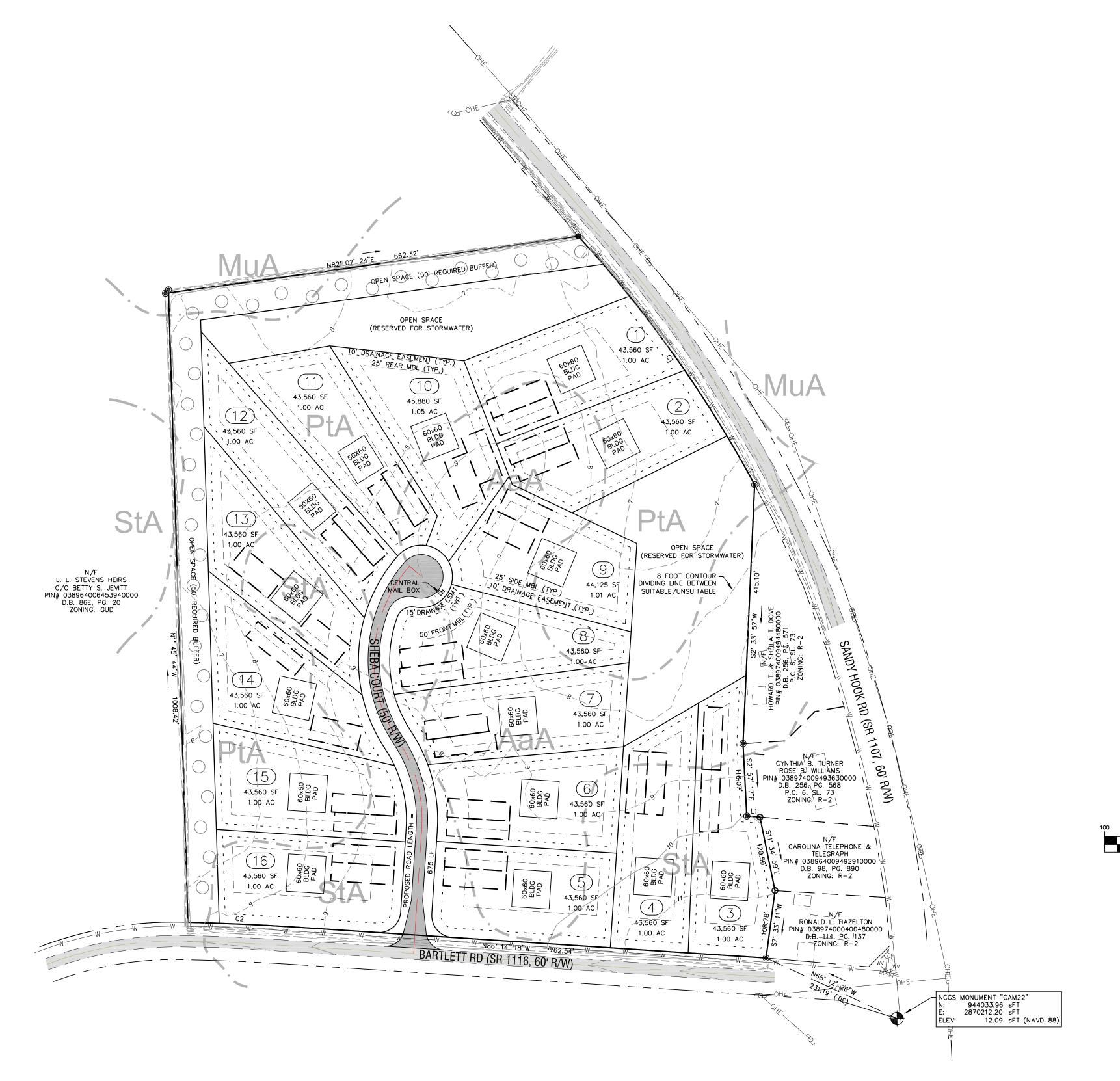
- 3. LOTS TO BE CREATED: RESIDENTIAL: (MINIMUM LOT SIZE: 43,560 SF = 1.00 AC)
 OPEN SPACE: 2
 TOTAL: 18
- 4. MINIMUM SETBACKS: SIDE:
- 5. SITE IS LOCATED IN FLOOD ZONE "X" AS SHOWN ON F.I.R.M. PANEL 3720896400K, DATED DECEMBER 16,
- 6. THIS IS NOT A BOUNDARY SURVEY. BOUNDARY TAKEN FROM SURVEY ENTITLED "BOUNDARY SURVEY FOR: RANDY WILLIAMS" DATED 11-11-2010 BY SCOTT P. FENWICK, PLS, RECORDED IN P.B. 293, PG. 73.
- 7. MAINTENANCE OF REQUIRED OPEN SPACE SHALL BE THE RESPONSIBILITY OF THE DEVELOPER AND/OR HOMEOWNERS ASSOCIATION, AS APPLICABLE.

 LINE
 BEARING
 DISTANCE

 L1
 S85* 53' 49"E
 21.06

CURVE TABLE								
CURVE	ARC LENGTH	RADIUS	TANGENT	DELTA	CHORD BEARING	CHORD LENGTH		
C1	489.18'	1998.71	245.82	14*01'23"	N35° 22' 31"W	487.96'		
C2	165.13'	4335.43	82.57	2*10'56"	N87° 31' 32"W	165.12'		

SKHTCH PLAT SANDY HOOK CROSSING SHILOH TOWNSHIP, CAMDEN COUNTY, NORTH CAROLINA



LEGEND

BENCH MARK EXISTING IRON PIPE EXISTING IRON REBAR CALCULATED CORNER EXISTING UTILITY POLE EXISTING GUY WIRE PROPOSED LANDSCAPING TREE SOIL CLASSIFICATION (SEE CHART BELOW) PROPOSED SEPTIC FIELD LOCATION - PROPOSED PROPERTY LINE --- ADJACENT PROPERTY LINE CENTERLINE OF ROAD EXISTING CONTOUR

EXISTING TOP OF BANK

- EXISTING 6" WATERLINE

EXISTING PAVEMENT PROPOSED PAVEMENT

- EXISTING CENTERLINE OF DITCH EXISTING STORMWATER PIPE EXISTING OVERHEAD ELECTRIC







SOIL CLASSIFICATION CHART

MUNDEN LOAMY SAND STATE FINE SANDY LOAM PORTSMOUTH FINE SANDY LOAM ALTAVISTA FINE SANDY LOAM

GRAPHIC SCALE

(IN FEET) 1 inch = 100 ft.

160018

SKETCH PLAT

C200



Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.A

Meeting Date: January 03, 2017

Submitted By: Lisa Anderson, Tax Administrator

Taxes

Prepared by: Lisa Anderson

Item Title November Monthly Tax Report

Attachments: 20161219150419544.pdf (PDF)

Summary: November Monthly Report

Recommendation: Review and approve

MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	REAL PROPERTY	PERSONAL PROPERTY
2015	100,820.32	6,553.80
2014	45,858.61	4,142.92
2013	21,273.61	7,236.28
2012	13,478.84	9,497.50
2011	8,907.94	7,564.22
2010	6,640.02	5,150.04
2009	4,656.70	4,853.71
2008	4,139.16	5,231.68
2007	4,010.88	7,077.45
2006	1,544.50	12,586.22

TOTAL REAL PROPERTY TAX UNCOLLECTED

TOTAL PERSONAL PROPERTY UNCOLLECTED 69,893.82

211,330.58

TEN YEAR PERCENTAGE COLLECTION RATE 99.58%

COLLECTION FOR 2016 vs. 2015 6,324.94 vs. 10,909.68

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2015 98.38%

2014 99.26%

2013 99.59%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING November 2016

BY TAX ADMINISTRATOR

27	NUMBER DELINQUENCY NOTICES SENT
21	FOLLOWUP REQUESTS FOR PAYMENT SENT
7	_NUMBER OF WAGE GARNISHMENTS ISSUED
8	_NUMBER OF BANK GARNISHMENTS ISSUED
2	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
0	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
0	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
0	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
0	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
1	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
1	NUMBER OF JUDGMENTS FILED

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Attachment	A"
Real	

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1-7989-00-01-1714.000	, 15	7	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
3-8899-00-45-2682.000	6,669.4	2	SEAMARK INC.	SHILOH	HOLLY RD
3-8953-04-81-9832.000	,926.9	4	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
3-8971-00-12-0477.000	,510.2	Н	GILBERT WAYNE OVERTON &	SHILOH	
2-8934-04-61-9891.000	39	Н	WILLIAM EDGAR STAPLES	CAMDEN	244 COUNTRY CLUB RD
1-7998-01-08-8621.000	,895.7	М	WILLIE L. TURNER ETAL	SOUTH MILLS	9 343 HWY
2-8945-00-41-2060.000	,76	7	₽	CAMDEN	BUSHE
1-7998-01-08-6797.000	, 54	Н	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
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3-8965-00-13-1025.000	, 92	7	RON EVANS MUR	SHILOH	
2-8944-00-87-7021.000	,77	Н		CAMDEN	
3-8964-00-40-9957.000	,587.	7	SEARS HEIRS	SHILOH	291 BARTLETT RD
2-8923-00-19-3774.001	549.	~	댔	CAMDEN	
3-8971-00-23-2253.000	, 51	⊣	Œ	SHILOH	CTHC
1-7080-00-62-1977.000	,489.	Q	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	Ŭ
1-7081-00-52-7312.000	,408.	7	LON	SOUTH MILLS	
3-8943-04-93-8214.000	,369.	7	z	SHILOH	
2-8945-00-54-1099.000	,344.	Н	「田田」	CAMDEN	263 BELCROSS RD
3-8973-00-19-2109.000	,28	Н	WANDA ADAMS	SHILOH	
1-7989-04-90-6715.000	, 21	4	ANDREW FEREBEE HEIRS	SOUTH MILLS	
2-8936-00-81-9147.000	11	73	TII	CAMDEN	ĸ
1-7988-00-91-0179.000	, 11	ω	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
3-8953-03-12-6266,000	90,	H	R.VERNON BRAY, JR.	SHILOH	120 LAUREN LN
3-8952-00-95-8737.000	,023.4	⊣	AUDREY TILLETT	SHILOH	171 NECK RD
1-7999-00-32-3510.000	,948.4	Н	LEAH BARCO	SOUTH MILLS	
2-8935-01-08-8786.000	94	7	_	CAMDEN	
-00-44-7	1,937.83	Н	I & KATHLI	SHILOH	
1-7999-00-12-8596.000	,82	Н	H	SOUTH MILLS	165 BUNKER HILL RD
2-8937-00-50-8036.000	, 7	Н	CLEVELAND WALSTON LE	CAMDEN	HERMAN

Delinquencies Top-30 Unpaid

Attachment	"E
Real	

Property Address	HOLLY RD 108 CAMDEN AVE 171 NECK RD 195 BUNKER HILL RD 165 BUNKER HILL RD 105 BLOODFIELD RD 117 RRIFFIN RD 117 RRIFFIN RD 118 BOURBON ST 0LD SWAMP RD CENTERPOINT RD CAMDEN POINT RD HIBISCUS	LITTLE CREEK RD HORSESHOE RD 271 SLEEPY HOLLOW RD RAYMONS CREEK RD 111 LINTON RD 116 BUSHELL RD 113 TROTWAN RD 117 GUMBERRY RD 117 GUMBERRY RD 117 GUMBERRY RD 1289 3413 HWY N 1295 343 HWY N 2291 BARTLETT RD 218 BROAD CREEK RD HOLLY RD
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Delinquencies Top-30 Oldest

	6.A.a
Attachment	w An
Personal	
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Parcel Number	d A	YrsDlq	yer	city	Property Address
17	1,767	7	JOHN MATTHEW CARTER MASTHER AMERICA	CAMDEN	158 HWY
00104	,176.5	11		SHILDH	133 EDGEWATER DR
00073	,159	Ŋ	LESLIE ETHERIDGE JR	CAMDEN	
00065	75.4	Н	RICKY'S WELDING, INC.	SHILOH	864 SANDY HOOK RD
00153	40.7	∞	JEFFREY EDWIN DAVIS	HERTFORD	MAC TRA
COTOO	13	11	PAM BUNDY	SHILOH	
00188	55.2	Ŋ	DUNG LE TRAN	SHILOH	
OUTRZ	52	7	KAREN BUNDY	CAMDEN	
00T00	12.5	Н	PETER L'ABBE	CAMDEN	HWY
00035	43	10	ROBERT F. NERNEY	ELIZABETH CITY	i
00123	디	4	JAMES NYE	SOUTH MILLS	ROBIN
00110	9	, ,	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
00219	97	Н	MORGAN ROBERSON	HOTIHS	SANDY
00024	26.5	11	ROBERT H. OWENS	CAMDEN	# 15
9000	14.4	11	HOING PHI LE	HOTIHS	H
10100	04.9	m	RAYBURN BURGESS	SHILOH	
00169	80.6	4	THOMAS B.THOMAS HEIRS	CAMDEN	
00054	73.9	Н	TRACK 1 OF CAMDEN	CAMDEN	143 158 US W
0/100	70.0	7		MOYOCK	
07700	63.9	ወ	JAMI ELIZABETH VANHORN	SOUTH MILLS	
00100	61.9	7	ALLIANCE NISSAN	CAMDEN	M XMH
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0 T 0 0	42.7	7	UGENE	SOUTH MILLS	
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00195	38.9	4	TTOM	SOUTH MILLS	
77700	19.0	11	CANE JOHNS	SOUTH MILLS	
78100	707.80	m ⊦	ANA ALICIA MARTINEZ LOPEZ	SHILOH	잗.
06000	92.	4 ~	KEVIN & STACY ANDERSON	SHILOH SHILOH	POWELLS MOBILE HOME PAR 111 AARON DR

Delinquencies Top-30 Unpaid

	6.A.a
AHachment	"B"
Personal	
₽	

Property Address 133 EDGEWATER DR 105 AARON DR 103 EDGEWATER DR 104 EBGEWATER DR 142 SANDHILLS RD 107 MAIN ST MIC MAC TRAIL CAMDEN CAUSEWAY 158 HWY 150 BBWY 150 BWY
City CAMDEN SHILOH CAMDEN SHILOH SCHUCH SCHUCH SOUTH MILLS CAMDEN ELIZABETH CITY CAMDEN ELIZABETH CITY CAMDEN SOUTH MILLS CAMDEN
Taxpayer Name THIEN VAN NGUYEN LESLIE ETHERIDGE JR ROBERT H. OWENS HUNG PHI LE KIMBERLY DIANE JOHNSON JAMES P. JONES ROBERT F. NERNEY JAMIS P. JONES ROBERT F. NERNEY JAMIS ELIZABETH VANHORN JEFFREY EDMIN DAVIS DOUN MATTHEW CARTER ALLIANCE NISSAN THOMAS PHILLIP WINSLOW KAREN BUNDY DUNG LE TRAN LAC VAN TU LAC VAN TU RANDY BRICKHOUSE JAMES NYE THOMAS B. THOMAS HEIRS STEVE WILLIAMS MICHELE LEE TAYLOR-DUKE SANDY BOTTOM MATERIALS, INC THOMAS NIX JOHN LARRY GAITHER
Unpaid Amount 1,1 1,
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Delinquencies Top-30 Oldest



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 6.B

Meeting Date: January 03, 2017

Submitted By: Angela Wooten, Clerk to the Board

Administration

Prepared by: Angela Wooten

Item Title Albemarle Commission Area Agency on Aging (AC AAA)

Attachments: Bylaws RAC - Updated 08-19-13.doc (PDF)

HCCBG committee brochure (PDF)

Summary:

Regional R Advisory Council (RAC)

Home & Community Block Grant Committee

Recommendation:

Albemarle Commission

REGIONAL ADVISORY COUNCIL ON AGING

OPERATIONAL PROCEDURES

ARTICLE 1

NAME

The name and title of this organization shall be the Regional Advisory Council for the Albemarle Commission Area Agency on Aging (AC AAA), hereinafter referred to as the Advisory Council. The Region R Advisory Council will include representation from the counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington.

ARTICLE 2

PURPOSE

- 1. The Advisory Council shall advise the Area Agency on Aging (AAA) on matters relating to the development and administration of the Area Plan and operations conducted as specified by the Older Americans Act.
- 2. The Advisory Council Members shall serve as advocates for individuals over age sixty (60+), their caregivers, and persons with disabilities in the Planning Service Area.
- 3. The Advisory Council shall actively promote all programs of benefit to the aging population, their caregivers, and individuals with disabilities within the region.

ARTICLE 3

RESPONSIBILITIES

- 1. Assist in the development and administration of the Area Plan for the delivery of services to individuals age 60+, their caregivers, and individuals with disabilities in Region R.
- 2. Assist in monitoring, reviewing and evaluating policies, programs and actions that affect older adults in the AC service area and make recommendations to the

- Area Agency on Aging staff concerning issues and initiatives affecting individuals 60+, their caregivers, and persons with disabilities.
- 3. Make recommendations to service providers for improvement of program operations and service delivery to the older adult population.
- 4. Serve as a liaison with older adults, participating agencies, planning committees, public officials, and the general population to enhance and promote public awareness of the services available to older adults, their caregivers, and individuals with disabilities, as well as, problems associated with each county's identified unmet needs.
- 5. Participate in Area Agency on Aging public hearings on the Area Plan as required, as well as, trainings and conferences.

MEMBERSHIP

- 1. The members of the Advisory Council shall be appointed by the Board of Commissioners in their respective county.
- 2. The permanent Regional Advisory Council shall consist of two representatives from each county in the region.
- 3. At least 51% of the membership shall be age sixty (60) or older, including participants in programs, representative agencies of older persons, local elected officials, the disability community, and the general public.
- 4. The Advisory Council members must be knowledgeable and experienced in the special needs of the over age sixty (60+) population. It is advisable that at least one member from each county also serve on a county HCCBG Planning Committee.
- 5. Membership must be representative of the Planning Service Area (PSA) including sensitivity to race, gender, ethnicity, disability, religion, sexual orientation, national origin, and other types of cultural differences.
- 6. Older persons with greatest economic or social needs must be included in membership.
- 7. Advisory Council vacancies can be created by a written letter of resignation from a member or 3 consecutive unexcused absences. In the event that a vacancy is created, the AAA staff shall notify, in writing, the Clerk to the Board of the

- appropriate county of the vacancy and the need to select a new member within thirty days.
- 8. A member will be terminated from the Council if he/she has three (3) consecutive unexcused absences.
- 9. Senior Tar Heel Representatives across the Planning Service Area will be active participants.

OFFICERS

The election of officers shall be held annually at the first meeting of each fiscal year. The elected officers of the AC Regional Advisory Council shall be Chairperson and Vice-Chairperson.

- The Advisory Council Chairperson and Vice-Chairperson shall be nominated through voice vote of the Regional Advisory Council to serve a two-year term of office, which may be recurring.
- 2. There will be a four-year term limit placed on all officers' positions.
- 3. The Area Agency on Aging staff shall perform the duties of Secretary to the Advisory Council.

ARTICLE 6

DUTIES OF OFFICERS

- 1. The Advisory Council Chairperson shall preside at all meetings, appoint appropriate subcommittees and assist subcommittees in carrying out the duties for which they were appointed.
- 2. The Advisory Council Vice-Chairperson shall preside in the absence of the Chairperson and shall perform such duties as are assigned by the Advisory Council Chairperson. In the case of a vacancy in the office of Advisory Council Chairperson, the Vice-Chairperson shall assume that office until a new appointment is made.
- 3. The Area Agency on Aging staff shall be responsible for seeing that the minutes of each meeting and all other records of official transactions of the Advisory Council are maintained in proper order and provide technical support as needed.

SUBCOMMITTEES

- 1. Provision for the appointment of subcommittees shall be made as deemed necessary. Each subcommittee shall develop its own guidelines to be approved by the Advisory Council.
- 2. Subcommittees can include, but are not limited to the following:
 - a) Nominating Committee
 - b) Membership Committee
 - c) Special Activities Committee
 - d) Legislative Advocacy Committee
- 3. Each subcommittee shall include at least one member of the Area Agency on Aging staff to provide technical assistance.

ARTICLE 8

<u>MEETINGS</u>

- 1. Advisory Council members shall be notified of meetings in writing at least ten (10) business days prior to such meetings. All meetings are open to the public.
- 2. Meetings shall be held at least four (4) times per year and at the will of the Chairperson, as needed.
- 3. A quorum will be constituted when a majority of all voting members are present.
- 4. The Chairperson of the Advisory Committee may vote only in the event of a tie vote.
- 5. The latest edition of *Robert's Rules of Order—Revised* shall provide the established procedures for conducting all Advisory Council meetings.

AMENDMENTS

These Operational Procedures may be amended by a majori Regional Advisory Council with a two week notice of purpose each member for review.	
AC AAA Regional Advisory Council on Aging, Chairperson	Date

What is the Area Agency on Aging?

The Area Agency on Aging (AAA) is part of a national net-work of Area Agencies on Aging established by the Older American's Act to provide services and supports to older adults and their caregivers. As the lead aging agency in northeast North Carolina, the AAA is charged with planning and administrative oversight of aging and community based services throughout the region. The AAA also serves as an advocate for older adults, family caregivers and residents of long term care facilities.

The Albemarle Commission AAA covers the counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington.

Other programs of the Area Agency on Aging include the Regional Long Term Care Ombudsman Program, Family Caregiver Support Program, the Senior Nutrition Program and Albemarle Senior Games.

The mission of the Area Agency on Aging is to empower senior adults to enhance their quality of life through training, education, mediation, advocacy and coordination of services.

Albemarle Commission Area Agency on Aging

512 South Church St. Hertford, NC 27944

Phone: 252-426-5753
Fax: 252-426-8482
Website:
www.albemarlecommission.org

Laura Alvarico, Director 525-426-5753 ext 224 lalvarico@accog.org

Camille Craft, Program and Contract Specialist 252-426-5753 ext 222 ccraft@accog.org



Albemarle Commission:

Area Agency on Aging



Home and Community
Care Block Grant
(HCCBG)
Planning Committee

Albemarle Commission 512 South Church St. Hertford, NC 27944 252-426-5753

What is the Home and Community Care Block Grant?

The Home and Community Care Block Grant as authorized in G.S. 134B-181.1(a)(11), is designed to improve the planning and coordination of in-home and community based services provided to North Carolina's older adults. It is also intended to promote the visibility of aging programs at the local level by giving counties increased flexibility with respect to funding aging services through the Block Grant.

The majority of funds comprising the Block Grant are authorized by the federal Older Americans Act. Since this is the largest federal funding source that states receive to develop services and programs specifically for older adults, it is necessary to incorporate the philosophy and policies of the Older Americans Act as part of the Block Grant.





For more information about serving on the Home and Community Care Block Grant Committee contact, Camille Craft.

> 252-426-5753 ext. 222 ccraft@accog.org



www.albemarlecommission.org

What is the Role of the HCCBG Advisory Committee?

The HCCBG Advisory Committee is comprised of Area Agency on Aging staff, local aging service providers, local elected officials or civic leaders and older consumers within the County dedicated to improving services and supports to older adults.

The purpose of the Committee is to assist in the development of an effective and viable county funding plan to best utilize HCCBG funding. The committee meets annually in the Spring to discuss the upcoming fiscal year and to make recommendations to the County Commissioners on the use of the upcoming funds. Additionally, the committee meets as needed to review and revise the funding plan to meet the needs of the older adults within their county.





Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.C

Meeting Date: January 03, 2017

Submitted By: Angela Wooten, Clerk to the Board

Administration

Prepared by: Angela Wooten

Item Title Records Retention Schedule Amendment

Attachments: 6-C-Records Retention Schedule Amendment (PDF)

Summary:

Recommendation:

County Management Records Retention Schedule Amendment

Amending the County Management Records Retention and Disposition Schedule published April 15, 2013.

STANDARD 11. PERSONNEL RECORDS

APPROVAL RECOMMENDED

Amending item 19 Employee Eligibility Records as shown on substitute page 76.

November 7, 2014

Chief Administrative Officer/ County Manager		Sarah E. Koonts, Director Division of Archives and Records
	APPROVED	
Chairman Board of County Commissioners		Susan W. Kluttz, Secretary Department of Cultural Resources

County

7 8 4 1.1.1.1	S	STANDARD-11. PERSONNEL RECORDS	
II EIW #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records. See also PERSONNEL RECORDS (OFFICIAL COPY) item	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
	45, page 83.		
19.	EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
20.	EMPLOYEE EXIT INTERVIEW RECORDS See also PERSONNEL RECORDS (OFFICIAL COPY) item 45, page 83.	Destroy in office after 1 year.	
21.	EMPLOYEE HEALTH CERTIFICATES Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).	 a) Transfer records as applicable to <u>PERSONNEL RECORDS</u> <u>(OFFICIAL COPY)</u> item 45, page 83. b) Destroy in office all other records 2 years after resolution of all actions. 	29 CFR 1602.31

*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.

[†] See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

	STANDAR	STANDARD-4. BUDGET, FISCAL AND PAYROLL RECORDS	
I EINI #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	DEBT FINANCING RECORDS Includes bank statements, reconciliation records, requisitions, and notices of principal and interest due.	Destroy in office 3 years after entire issuance has been satisfied.*	26 CFR 1.148- 5(d)(6)(iii)(E)
27.	DEPOSITS	 a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year. 	G.S. § 159-32
28.	DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)	a) Destroy in office annual reports after 3 years.*b) Destroy in office all other reports after 1 year.	
29.	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
30.	DISTRICT INVESTMENT RECORDS	Destroy in office after 3 years.*	
31.	DONATIONS AND SOLICITATIONS	Destroy in office after 1 year.	
32.	ESCHEAT AND UNCLAIMED PROPERTY FILE	 a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.* 	Comply with applicable provisions of G.S. §116B-60 and §116B-73.
33.	EXPENDITURE REPORTS	Destroy in office after 3 years.*	

Attachment: 6-C-Records Retention Schedule Amendment (1509: Records Retention Schedule

*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.

[†] See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.1

Meeting Date: January 03, 2017

Submitted By: Tim White, Parks & Recreation Director

Parks & Recreation

Prepared by: Angela Wooten

Item Title Parks and Rec Advisory Board - Appointment - Srebro

Attachments: 7-A-Bd Appt-Parks and Rec Adv Bd-Srebro (PDF)

Summary:

Recommendation:



Application for Citizen Service -Volunteer Form

If you are a citizen of Camden County and would like to serve on one of the County's boards or commissions, please complete this application and return it to the County Manager's Office, 330 East HWY 158, and mail to: P.O. Box 190, Camden, North Carolina 27921 or e-mail info@camdencountync.gov.

lame: Rhiana Srebro
Mailing Address:103 Marlas Way, Camden NC 27921
ownship you live in:Camden
Telephone (home): 252-564-4075 (business): 252-331-4021
mail address: rhianasrebro@gmail.com
are you a registered voter? Yes No
lave you ever been convicted of a felony? Yes No
Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: Extensive administrative, marketing and bookeeping skills. Particularly experienced in public outreach, press and publicity via my current position with the Museum of the Albemarle.
Boards or Commissions upon which you are interested in serving: Parks & Recreation
As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your
nterest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thanks for your interest in Camden County Government
Signature: Rhiana M. Srsbro Date: 09/7/2016
Camden County, NC May 2016

County of Camden Parks and Recreation Advisory Board BYLAWS

I. NAME

The name of this organization shall be the County of Camden Parks and Recreation Advisory Board, as stipulated by the County Board of Commissioners on July 3, 2006.

II. PURPOSES

- A. The Advisory Board shall make recommendations relative to planning and conducting the parks and recreation programs in the County of Camden.
- B. The Advisory Board shall make recommendations on policies and other items of business as requested by the Director of Parks and Recreation, the County Manager and/or Board of Commissioners.
- C. The Advisory Board will review the Department's Operating and Capital Budget as presented by the Parks and Recreation Director prior to presentation to the County Manager.

III. BOARD MEMBERSHIP

- A. The six (6) member Advisory Board, with every reasonable effort made to appoint two (2) members from each township shall be appointed by the County Board of Commissioners. One (1) additional member, for a total of seven (7), will be a Camden County Commissioner appointed annually by the Chairman of the Board of Commissioners. The members shall serve a term of three (3) years. No members shall serve for more than two (2) consecutive terms. Persons appointed to fill less than one-half of the term of vacancy may serve two (2) additional consecutive terms.
- B. The entire membership of the Advisory Board shall consider it a civic duty to attend all meetings and shall endeavor to make fair and just decisions to the benefit of the County of Camden, in accordance with the objectives of the Parks and Recreation Department, and shall aid the Department in interpreting the objectives of the Department's program to the public.
- C. In regard to attendance, failure of a member of the Advisory Board to attend a majority of the regularly scheduled meetings of the Agency held within any calendar year shall automatically constitute cause for removal provided, however, that the same requirements of notice and opportunity for hearing shall apply.

- D. Any member of the Advisory Board may be removed for cause by formal vote of the Board of Commissioners, provided that such member first be given a written statement of the causes and an opportunity to be heard thereon.
- E. The Parks and Recreation Advisory Board will include an ex-officio member, appointed by the Camden Superintendent of Schools to serve as a liaison representative.

IV. BOARD OFFICERS AND THEIR DUTIES

- A. The officers of the Advisory Board shall be a Chairperson and a Vice Chairperson.
- B. The Chairperson of the Advisory Board shall preside at all meetings of the Board and shall perform such other duties as may be determined by the Advisory Board. The Chairperson shall be an Ex-Officio member of all committees.
- C. The Vice Chairperson shall assume the duties of the Chairperson in his or her absence.
- D. The Advisory Board's Secretary/Clerk shall be a member of the Parks and Recreation staff.
- E. The Director of Parks and Recreation shall notify members and the office of the County Manager of all meetings; shall keep minutes of all meetings of the Advisory Board; shall conduct such correspondence as the Board may direct; shall forward all minutes of all meetings to the Board's members and the County Manager.

V. ELECTION AND TERMS OF BOARD OFFICERS

- A. The officers shall be elected by a majority vote of the quorum present and serve a term of one year.
- B. The annual election of officers will be held the regular meeting in the month of December, and those officers elected will take office in the month of February.
- C. In the event the Chairperson resigns or for any reason is not able to complete his or her term of office, the Vice Chairperson shall assume the office of Chairperson and serve for the remainder of the term. In the event the Vice Chairperson resigns, assumes the office of Chairperson, or for any other reason is not able to complete his or her term of office, the Advisory Board shall elect a successor Vice Chairperson to serve for the remainder of the term.

VI. ADVISORY BOARD MEETINGS

- A. A regular meeting of the Advisory Board shall be held bi-monthly or as otherwise needed.
- B. Special meetings may be held at any time or place at the call of the Chairperson or upon the request of three members of the Advisory Board.
- C. Official action shall be taken by the Advisory Board only when a quorum is present, with a quorum consisting of a majority of the voting membership of the Board.
- D. Any vote by the Advisory Board on any issue shall have no force or effect unless, or until, taken in open session in a manner in which the decision of each member can be publicly observed.
- E. Any motion made by a member of the Advisory Board in regard to any matter must receive a second from another member in order for any vote to be taken on such motion. When a motion is made and receives no second, the motion shall be deemed dismissed from consideration.
- F. Every member of the Advisory Board present at a meeting of the Board shall vote on each matter placed before the Advisory Board for vote unless the matter involves consideration of that member's own official conduct, or where that member's financial interests are involved (irregardless of amount), or where that member is otherwise prohibited by law from voting on the matter. Should a member have such an interest or be so prohibited by law, he or she shall specifically cite the conflicting interest or the legal prohibition at the time his or her vote is required therefore asking permission to abstain from voting.
- G. All votes have to be taken by a show of hands with names recorded by secretary.
- H. The board members can request citizens to provide information to specific questions.
- I. The Order of Business of the Advisory Board shall be as follows:
 - 1. Call to Order and Welcome
 - 2. Invocation
 - 3. Pledge of Allegiance
 - 4. Roll Call
 - 5. Approval of Minutes
 - 6. Report of Special Committees
 - 7. Hearing of Citizens
 - 8. Unfinished Business (Director)
 - 9. Unfinished Business (Chairman)

- 10. Director's Business
- 11. New Business (Members)
- 12. Adjournment

VII. COMMITTEES

- A. The Chairperson may appoint such committees, standing or special, as may be deemed appropriate.
- B. The Chairperson and the Director of Parks and Recreation shall be Ex-Officio members of all committees and, as such, shall be notified of all meetings.



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.A

Meeting Date: January 03, 2017

Submitted By: Stephanie Humphries, Finance Director

Finance

Prepared by: Stephanie Humphries

Item Title Budget Amendment

Attachments: 16-17-BA008 106210 Fundraising (DOC)

16-17-BA009 105100 Taser Grant (DOC) 16-17-BA010 518000 Trust Acct (DOC)

16-17-BA011 JCPC Grant (DOC)

Summary: Budget Amendments 008 Fundraising

Budget Amendments 009 Taser Grant Budget Amendments 010 Trust Account Budget Amendments 011 Grant Funds

Recommendation: Approve as amended

2016-17-BA008 CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017.

Section 1. To amend the General Fund as follows:

		AMOUNT	
ACCT NUMBER	DESCRIPTION OF ACCT	INCREASE DEC	CREASE
Revenues 10399610-439900	Fund Balance (15-16 Fund Raise	ers) \$3,431	
Expenses 106210-566000	Capital Outlay-Inventory	\$3,431	
S	nent is made to increase revenue an ar for Sr. Center Equipment.	d expenditures for do	nations
This will result in no c	hange to the Contingency of the Gene	eral Fund.	
Balance in Contingenc	y \$40,000.00		
_	this budget amendment shall be fur d to the Budget Officer and the I of January, 2017.		
Clerk to Board of Co	mmissioners Chairman, Bo	eard of Commissioners	

2016-17-BA009 CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017.

Section 1. To amend the General Fund as follows:

Clerk to Board of Commissioners

		AMO	OUNT
ACCT NUMBER	DESCRIPTION OF ACCT	INCREASE	DECREASE
Revenues			
10360510-434701	Taser Grant	\$4,389	
Expenses			
108100-543701	Tasers	\$4,389	
		, ,	
TILL D. L. A. A L.		. 1 124	C. T. C.
This Budget Amendm	ent is made appropriate revenue a	ind expenditures	for Taser Gran
This will result in no cl	nange to the Contingency of the Gen	eral Fund.	
Balance in Contingency	v. \$40,000,00		
Darance in Contingenc	y φ τ 0,000.00		
-	his budget amendment shall be fur		
Adopted this 3rd day	d to the Budget Officer and the l of January, 2017.	rinance Officer	for their direct
raoptea tins ora aay	01 0 4114411, 2 017.		

Chairman, Board of Commissioners

2016-17-BA010 CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017.

Section 1. To amend the DSS Trust Fund as follows:

Clerk to Board of Commissioners

		AM(OUNT
ACCT NUMBER	DESCRIPTION OF ACCT	INCREASE	DECREASE
D			
Revenues 51330800-437800	Trust Account	\$7,200	
_			
Expenses 518000-537800	Trust Account	\$7,200	
Trust Account recipie	nent is made to increase appropriate ent. hange to the Contingency of the General continuous conti		count for new
Balance in Contingence	y \$40,000.00		
Governing Board an	this budget amendment shall be fur d to the Budget Officer and the l of January, 2017.		

Chairman, Board of Commissioners

2016-17-BA011 CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017.

Section 1. To amend the General Fund as follows:

Clerk to Board of Commissioners

		AMOUNT		
ACCT NUMBER	DESCRIPTION OF ACCT	INCREASE	DECREASE	
Revenues	<i>a b</i>	44.000		
10-6200	Grant Revenue	\$1,800		
_				
Expenses 10-6200	Grant Expense	\$1,800		
	- ··· ·r	+ -, - 3 0		
This Budget Amendm	nent is made to increase appropriat	tions for grant fu	nds awarded.	
	······································			
This will result in no cl	hange to the Contingency of the Gen	eral Fund.		
Palanca in Contingona	x \$40,000,00			
Balance in Contingency	y φ 4 0,000.00			
Section 2 Conics of t	his budget amendment shall be fur	michad to the Cl	orly to the	
_	d to the Budget Officer and the l			
Adopted this 3rd day	of January, 2017.			

Chairman, Board of Commissioners



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.B

Meeting Date: January 03, 2017

Submitted By: Angela Wooten, Clerk to the Board

Administration

Prepared by: Angela Wooten

Item Title CCS Budget Amendments - Dec 2016

Attachments: CCS Budget Amendments - Dec 2016 (PDF)

Summary:

CCS Budget Amendments - Dec 2016

Recommendation:

Review and Approve

Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the $5^{\rm th}$ day of December, 2016 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

	Code Number	Description of Code	Amo	unt
			Increase	Decrease
5100 6100 6500 6900		Regular Instructional Programs Reg Curricular Prog Support Operational Support Services Policy, Leadership, Pub Relation	1,356.00 13.00	183.00 1,186.00
Expla	Amount Above	propriation in Current Budget of Increase/Decrease of Amendment propriation in Current Amended t		.00 873,732.27

We the Board of County Commissioners of				
Camden County hereby approve the changes				
in the County School Funds Budget as				
indicated above, and have made entry of these				
changes on the minutes of said Board,				
this day of 20				
Chairman, Board of County Commissioners				
Clerk, Board of County Commissioners				
Passed by majority vote of the Board of Education of Camden County on the 5 th day of December 2016. Chairman, Board of Education Secretary, Board of Education				

BUDGET AMENDMENT December 5, 2016

- 8. Other Local Current Expense Fund
 - A. We have reviewed this area of the budget and find that we must transfer funds to cover salaries, benefits and substitutes within this program area. We request your approval of the following amendment.

Classroom Lea	<u>acher</u>		
5110.841.221	Emp Retirement Costs	-	2,252.00
5120.841.121	Salary - Teacher	+	2,592.00
5120.841.211	Emp Soc Sec Costs	+	197.00
5120.841.221	Emp Retirement Costs	+	408.00
5120.841.231	Emp Hosp Ins Costs	<u>+</u>	228.00
Total - Classro	oom Teacher	\$ +	1.173.00

B. We have must transfer funds from this program area to cover the cost of a classroom teacher. We request your approval of the following amendment.

Board of Educ	ation		
6910.860.192	Salary – BOE Member	\$ -	1,173.00
Total – Childre	en with Special Needs	\$ _	1,173.00

C. We have reviewed this area of the budget and must transfer funds within the program area for computer related purchases. We request your approval of the following amendment.

Computer Tecl	1		
5110.905.461	Pur of Non-Cap Comp Equipment	\$ +	183.00
6110.905.418	Computer Software & Supplies	-8	183.00
6510.905.341	Telephone for Telecommunications	+	13.00
6940.905.341	Telephone for Telecommunications	-	13.00
Total – Compu	ter Tech	\$ +	.00

Passed by majority vote of the Board of Education of Camden County on the 5th day of December, 2016.

Chairman, Board of Education

Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 5th day of December, 2016, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

Code	Number	Description of Code	A	Amount		
		Category III Projects	Increase Decrease			
6550			83,698.	00		
Explanation	Total Ap Amount Above A	opropriation in Current Budget of Increase / (Decrease) of mendment opropriation in Current Amended	\$ Budget \$	391,453.72 + 83,698.00 475,151.72		

Passed by majority vote of the Board of	We the Board of County Commissioners of				
Education of Camden County Schools on the	Camden County hereby approve the changes				
5 th day of December 2016 .	in the County School Funds Budget as				
	indicated above, and have made entry of these				
2 2	changes in the minutes of said Board,				
hushalin	this day of 2				
Chairman, Board of Education	Chairman, Board of County Commissioners				
Secretary, Board of Education	Clerk, Board of County Commissioners				

83,698.00

BUDGET AMENDMENT December 5, 2016

4. Capital Outlay Fund

A. We must adjust our budget to reflect the the purchase of a yellow school bus that will be provided by NCDPI. We will receive funding as the installments are paid and recorded by NCDPI during the term of the lease. We request your approval of the following amendment.

Category III Projects		
6550.120.551 Pur of School Bus	\$ +	83,698.00
Total – Category III Projects	\$ +	83,698.00

Passed by majority vote of the Board of Education of Camden County on the 5th day of December, 2016.

3430.120 Revenue - State Public School Fund

Chairman, Board of Education

Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 5th day of December, 2016 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

Cod	e Number	Description of Code	Amou	ınt
			Increase	Decrease
5200 5400 5800 6300 6500 6600 6900 7100		Special Instructional Programs School Leadership Services Alternative Programs Alternative Prog. Support Serv Operational Support Services Financial & Hum Resources Policy, Ldrshp, & Pub Relations Reg Community Services	101.00 430.00 430.00 1,956.00 215.00 416.00 1,608.00	5,156.00
Explanation	Total Ap Amount of	propriation in Current Budget of Increase/Decrease of Amendment propriation in Current Amended	35% .	.00

Passed by majority vote of the Board of Education of Camden County on the 5 th day of December 2016.	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these
Sim DAtus	changes on the minutes of said Board, this day of 20
Chairman, Board of Education	Chairman, Board of County Commissioners
Secretary, Board of Education	Clerk, Board of County Commissioners

BUDGET AMENDMENT December 5, 2016

2. Local Current Expense Fund

A. We have reviewed this area of the budget and must transfer funds to cover merit pay for locally paid employees within the program area. We request your approval of the following amendment.

Additional Pay			
5210.911.181	Supplementary Pay	\$ -	3,300.00
5240.911.181	Supplementary Pay	-	1,856.00
5400.911.231	Emp Hosp Ins Costs	+	101.00
5840.911.180	Bonus Pay	+	430.00
6300.911.180	Bonus Pay	+	430.00
6540.911.180	Bonus Pay	+	108.00
6540.911.211	Emp Soc Sec Costs	+	8.00
6580.911.180	Bonus Pay	+	1,717.00
6580.911.211	Emp Soc Sec Costs	+	123.00
6620.911.180	Bonus Pay	+	215.00
6940.911.180	Bonus Pay	+	386.00
6940.911.211	Emp Soc Sec Costs	+	30.00
7100.911.180	Bonus Pay	+	1,503.00
7100.911.211	Emp Soc Sec Costs	+	105.00
Total – Addition	nal Pay	\$ +	.00

Passed by majority vote of the Board of Education of Camden County on the 5th day of December, 2016.

Chairman, Board of Education

Secretary, Board of Education



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.C

Meeting Date: January 03, 2017

Submitted By: Lisa Anderson, Tax Administrator

Taxes

Prepared by: Angela Wooten

Item Title Tax Collection Report - Nov 2016

Attachments: Tax Collection Report - Nov 2016 (PDF)

Summary:

Tax Collection Report - Nov 2016

Recommendation:

Review and Approve

Tax Collection Report Nov. 2016

Day	Amount	Amount	Name of Account	Deposits	Internet
1	16,162.58			16,162.58	
2	26,612.57	6,473.39		33,085.96	
3	380,152.66	8,962.83	\$14.01 - Refund	389,115.49	
4	9,436.43	0,002.00	\$14.01 - Netuna	9,436.43	
т	5,063.24			5,063.24	
7	12,929.53			12,929.53	
8	40,903.68			40,903.68	
9	16,333.52		2440.00 D f	16,333.52	
10			\$118.00 - Refund	18,753.27	
	18,753.27		\$155.74 - Refund		
14	15,996.17			15,996.17	E 254 54
15	5,351.54		\$36.09 - Refundl	E40 550 44	5,351.54
	512,550.41		\$1,409.78 - Refund	512,550.41	
	33,247.50	2,373.35		35,620.85	
16	25,420.42		\$0.10 - short	25,420.42	
17	28,163.29		\$1.62 - Refund	28,163.29	
	81,432.70			81,432.70	
18	23,115.44			23,115.44	
21	36,900.46	1,337.77	\$10.00 - refund	38,238.23	
22	6,322.92			6,322.92	
23	27,502.44			27,502.44	
28				.00	
	3,640.03				3,640.03
	31,730.43	8,950.02		40,680.45	***************************************
29	35,874.50		\$35.83 - Refund/\$0.01 short	35,874.50	
30	125,073.58			125,073.58	
	17,148.51		\$197.61 - Refund	17,148.51	
	8.48			-	8.48
	3,049.76			3,049.76	
				.00	
				.00	
				.00	
				.00	
				.00	
				.00	
				.00	
				.00	
	\$1,538,876.06	\$28,097.36		\$1,557,973.37	\$9,000.05
	\$1,566,973.42			\$1,566,973.42	
	-\$3.00				
	-\$2,059.68				
	\$0.00				
		Shortage			
	\$0.00				
	\$1,564,910.85				
	ψ1,00-4,010.00				

Submitted by: Su	
Approved by:	Date:



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.D

Meeting Date: January 03, 2017

Submitted By: Lisa Anderson, Tax Administrator

Taxes

Prepared by: Angela Wooten

Item Title Tax Pick-Ups Releases & Refunds

Attachments: Tax Pick-Ups Releases & Refunds.pdf (PDF)

Summary:

Tax Pick-Ups Releases & Refunds

Recommendation:

Review and Approve

NAME	REASON	TYPE NO.
Dave Silva	\$171.66 Release - Listed in Pequimans County	Pick-Up/19734 P-6485-10
Dave Silva	\$123.42 Release - Listed in Pequimans County	Pick-Up/19735 P-5542-09
Richard S. & Royce S. Macken, Sr.	\$606.92 Value Correction	Pick-Up/19758 R-100230-16
Trevor John Wendt	\$1,492.60 Correction, house was not picked-up.	Pick-Up/19759 R-96562-16
Abner Wayne Staples	\$117.29 Value Correction - Refund	Pick-Up/19761 R-100996-16
Minnie Blackwell	\$143.32 Value Correction	Pick-Up/19762 R-99253-16
Bessie P. Jackson	\$489.92 Foreclosure Fee	Pick-Up/19757 R-88175-15



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.E

Meeting Date: January 03, 2017

Submitted By: Angela Wooten, Clerk to the Board

Administration

Prepared by: Angela Wooten

Item Title Community Services Block Grant

Attachments: 8-E-1-Documentation of sumission to BOC (PDF)

8-E-2-Community Services Block Grant (PDF)

Summary:

Dr. Landon Mason 252-482-4458 ext. 137

Recommendation:

ECONOMIC IMPROVEMENT COUNCIL, INC. ADMINISTRATIVE OFFICE

Mr. ALBERT BUTTS PRESIDENT **BOARD OF DIRECTORS**

712 VIRGINIA ROAD P.O. BOX 549 EDENTON, NORTH CAROLINA 27932 PHONE (252) 482-4458 FAX (252) 482-0328 www.eiccaa.org

> Dr. LANDON B. MASON SR., **EXECUTIVE DIRECTOR**

December 13, 2016

Mr. P. Michael McLain, Chairman **Camden County Commissioners** Post Office Box 190 Camden, North Carolina 27921

Dear Mr. McLain:

The Economic Improvement Council, Inc. is pleased to announce the continued funding of the Community Services Block Grant Program for Fiscal Year July 1, 2017 through June 30, 2018. The Community Services Block Grant Program is funded by the North Carolina Department of Health and Human Services, Office of Economic Opportunity in Raleigh, North Carolina. Funding for Fiscal Year 2017 is as follows:

Family Self-Sufficiency: \$373,181

The enclosed 2017 Grant Application is provided to the County Commissioners for informational purposes and notification of our intent to apply for the funds.

Please have the Clerk sign and notarize the Documentation of Submission Form and return in the selfstamped envelope as soon as possible.

Should you have questions, please call Dr. Landon B. Mason at 482-4458 Ext. 137. We appreciate your continued support of our program.

Sincerely,

Dr. Landon B. Mason **Executive Director**

Enclosures: (1) Application

Agency Name

OFFICE of ECONOMIC OPPORTUNITY

Community Services Block Grant [CSBG] Documentation of Submission to County Commissioners

<u>Background</u>: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

<u>Instructions</u>: This form is to be completed and notarized by the Clerk to the Board.

County: Date of Application Submission: [Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO February 13, 2017. Clerk to the Board should initial all items below. The agency submitted a complete grant application for Commissioner review. The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners. Applicable,

12/14/2014

Date

Stephanie M Hungolnies

Notary

Notary

My Commission Expirer 11/2/2018 Commissioners' comments provided those to the agency. (If applicable)

North Carolina Department of Health and Human Services

Division of Social Services

OFFICE of ECONOMIC OPPORTUNITY

Community Services Block Grant Program

Fiscal Year 2017-18 Application for Funding Project Period July 1, 2017 – June 30, 2018 Application Due Date: February 13, 2017

	Agency Information	
Agency:	Economic Improvement Cou	ıncil, Inc.
Federal I.D.	560857026	
DUNS Number:	081423030	
Administrative Office Address:	712 Virginia Road	Edenton, North Carolina 27932
Mailing Address (include the 4-digit zip code extension):	Post Office Box 549	Edenton, North Carolina 27932
Telephone Number:	252-482-4458	
Fax Number:	252-482-8227	
Board Chairperson:	Albert Butts	
Board Chairperson's Address: (where communications should be sent)	800 W. Colonia Avenue Elizabeth City, North Carolin	a 27909
Board Chairperson's Term of Office (enter beginning and end dates):	01/2009-2/2018	
Executive Director:	Landon Mason	
Executive Director Email Address:	edlbmason@eic.gmail.com	
Agency Fiscal Officer:	Ethel Copeland	
Fiscal Officer Email Address:	ecopeland@eicinc.org	
CSBG Program Director:	June Britt, Contact Person	
CSBG Program Director Email Address:	jbritt@eicinc.org	
Counties Served with CSBG funds:	Camden, Chowan, Currituck, Perquimans, Tyrrell an Wash	, Dare, Gates, Hyde, Pasquotank, iington
Agency Operational Fiscal Year:	July through June	7.00

North Carolina Department of Health and Human Services Office of Economic Opportunity - Verna P. Best, Director 2420 Mail Service Center / Raleigh, North Carolina 27699-2420

Agency Name

Community Services Block Grant Program Fiscal Year 2017-18 Application for Funding Certification and Assurances

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on <u>November 28 – December 2, 2016</u> for the <u>initial</u> planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
November 28, 2016	Camden	November 30, 2016	Tyrrell
November 28, 2016	Currituck	December 1, 2016	Gates
November 29, 2016	Perquimans	December 1, 2016	Chowan
November 29, 2016	Pasquotank	December 2, 2016	Hyde
November 30, 2016	Dare	December 2, 2016	Washington

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on <u>December 13, 2016</u> as required by 10A NCAC 97C .0111(b)(1)(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County
January 3, 2017	Camden	January 2, 2017	Hyde
January 3, 2017	Chowan	January 9, 2017	Pasquotank
January 3, 2017	Currituck	January 3, 2017	Perquimans
January 5, 2017	Dare	January 17, 2017	Tyrrell
January 4, 2017	Gates	January 3, 2017	Washington

Board of Directors Approval of the Application

Date of Board Approval:

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Board Chairperson:		
	(Signature)	(Date
Finance Committee Chairpers	son:	
·	(Signature)	(Date

Board of Directors' Membership Roster

		מסוום וס הומסם	בסמות כו בווכבוום וווכווום כו בוול ווספום	103101		
Total Seats Per Agency Bylaws		21		Total Current Vacant Seats	2	
Total Number of Seats Reserved for Each Sector	Poor	7	Public	9	Private	9
Total Number of Vacant Seats Per Each Sector	Poor	0	Public	0	Private	0

Name	County of Residence	Community Group/ Area	Date Initially Seated	Number of Terms	Current Term Expiration
		Represented	[month/year]	Served [completed]	[month/year]
		Representatives of the Poor	Poor		
1. Ray Blount	Tyrreli	Tyrrell County Community	11/2009		11/2019
2. Shenika White	Chowan	Head Policy Council	10/2016	0	10/2017
3.Shelia Gregory	Currituck	Currituck County Community	08/2012	0	07/2017
4.Cindy Smith-Barber	Gates	Gates County Community	07/2015	0	07/2020
5.Julia Wright	Dare	Dare County Community	08/2012	0	08/2017
6.Fred Yates	Perquimans	Perquimans County Community	09/2015	0	09/2020
7. Leesa P. Jones	Beaufort	Beaufort County Community	11/2016	0	10/2019
		Public Elected Officials	als		
1.Albert Butts	Pasquotank	County Commissioners	01/2009		02/2018
2.Tammy Miller-White	Perquimans	County Commissioners	09/2013	0	08/2017
3.Robert Williams	Gates	County Commissioners	09/2012	0	08/2019
4 Nina Griswell.	Tyrrell	County Commissioners	11/2015	0	11/2020
5.Judy Rankins	Chowan	County Commissioners	07/2016	0	07/2021
6.William Sawyer	Camden	County Commissioners	09/2015	0	07/2017
7.				And the second s	
		Representatives of Private Organizations	Organizations		
1.Oliver Jones	Pasquotank	Pasquotank County Community	09/2009		09/2019
2.Willie Shaw	Hyde	Hyde County Community	11/2008		10/2018
3.Melvin Norman	Washington	Washington County Community	03/2003		07/2018
4. Linda White	Chowan	Early Childhood Education	09/2015	0	09/2020
5.Thomas Wood	Chowan	Chowan County Community	11/2015	0	11/2020
6.Mavis Hill	Washington	Washington County Community	07/2016	0	07/2021
7. Linda Layden White	Perquimans	Perquimans County Community		0	

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

Fiscal Year 2017-18

Board of Directors Chairperson

Page 5 of 22

Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Linda White	125 Howell's Lane Hertford, North Carolina	N/A
Ray Blount	213 Middle Street Creswell, NC 27928	granddad43001@yahoo.com
Shenika White	2035 Rocky Hock Road Edenton, NC 27932	ladiineck88@gmail.com
Melvin Norman	743 Marriner Road Roper, NC 27970	normanm23@mchsi.com
Shelia Gregory	108 South Gregory Road Shawboro, NC 27973	sheila_gregory@ncsu.edu
Oliver Jones	1291 Doublebridge Rd. Elizabeth City, NC 27909	N/A
William Sawyer	533 N. Trotman Road Camden, NC 27921	5sawyers@wildblue.net
Judy Rankins	303 Boswell Street Edenton, NC 27832	judyrankins@centurylink.net
Willie Shaw	195 Lake Swamp Rd Englehard, NC 27824	williegshaw@hotmail.com
Albert Butts	800 W. Colonia Avenue Elizabeth City, NC 27909	abuttsiii@hotmail.com
Cindy Smith-Barber	71 Louise Street Gates, NC 27937	barbercs@gatescountyschools.net
Tammy Miller-White	583 Hog Neck Rd. Hertford, NC 27944	tmmy_mllr@yahoo.com
Robert Williams	119 US Highway 158 Business W. Gatesville, NC 27938	robertewilliams46@hotmail.com
Julia Wright	107-B Pirates Moor Kill evil Hills, NC 27948	jwright1217@gmail.com
Fred Yates	147 Winfall Blvd. Winfall, NC 27985	fred@intilport.com
Nina Griswell	175 Travis School Road Columbia, NC 27925	ngriswell@tyrrellcounty.net
Thomas Wood	105 West King St. Edenton, NC 27932	thomas@godwinandgodwin.net
Mavis Hill	1465 Weston Road Creswell, NC 27928	mchill64@gmail.com
Leesa Jones	1411 Nicholson Street Washington, NC 27889	Leesawisdom@aol.com

Board of Directors' Officers and Committees

Fiscal Year 2017-18 Community Services Block Grant Application Page 6 of 22

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board			
Albert Butts	President	Public	Pasquotank
Robert Williams	Vice-President	Public	Gates
Sheila Gregory	Secretary	Poor	Currituck
Cindy Smith-Barber	Treasurer	Poor	Gates
Committee Name:	Executive		
Albert Butts	Chairperson	Public	Pasquotank
Robert Williams	,	Public	Gates
Cindy Smith-Barber		Poor	Gates
Tammy Miller-White		Public	Perquimans
Melvin Norman		Private	Washington
Ray Blount		Poor	Washington
Committee Name:	Personnell		
Judy Rankins	Chairperson	Public	Chowan
Oliver Jones		Private	Pasquotank
Shenika White		Poor	Chowan
Julia Wright		Poor	Dare
Linda L. White		Private	Perquimans
Thomas Wood		Private	Chowan
Committee Name:	Planning/Evaluation		
Robert Williams	Chairperson	Public	Gates
Judy Rankins	Опапролоси	Public	Chowan
Willie Shaw		Private	Hyde
William Sawyer		Public	Camden
Fred Yates		Poor	Perquimans
Leesa P. Jones		Poor	Beaufort
Committee Name:	Finance	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Cindy Smith-Barber	Chairperson	Poor	Gates
Mavis Hill	Oridiiporooti	Private	Washington
Tammy Miller-White		Public	Perquimans
Melvin Norman		Private	Washington
Nina Griswell		Public	Tyrrell
Ray Bount		Poor	Washington
Committee Name:			
	Chairperson		
Committee Name:	Chairparage		
	Chairperson		

^{*}To be completed by agencies serving multiple counties.

Community Services Block Grant Program Fiscal Year 2017-18 Application for Funding Planning Process Narrative

- 1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.
 - a. Low-Income Community: (See Attachment
 - b. Agency Staff: (See Attachment)
 - c. Agency's Board Members: (See Attachment)
- Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes. (See Attachment)
- 3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security. (See Attachment)
- Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations. (See Attachment)
- 5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations. (See Attachment)
- 6. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting). (See Attachment)
- 7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

(See Attachment)

- 8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act. (See Attachment)
- 9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance). (See Attachment)
- Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth. (See Attachment)
- 11. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s]. (See Attachment)

PLANNING PROCESS NARRATIVE

Fiscal Year 2017 - 2018

- 1. Explain in detail how each of the following was involved in the planning and development of this strategic plan:
 - a. Low-income Community: The low-income participated in communities and their local County Commissioners meetings to determine the priorities, needs and resources that were available to assist them. The result of the meeting indicated that the Self-Sufficiency Project would be the number one priority for the Community Services Block Grant Program.
 - b. Agency Staff: The Community Services Block Grant staff acted as resource providers and facilitators during the planning process. The staff did not influence the low-income families of their decisions. They offered suggestions and provided technical assistance as requested by the target communities and residents.
 - c. **Agency's Board Members:** The Economic Improvement Council Board approved the Anti-Poverty planning process as presented by the Community Services Block Grant Director.
- 2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty cause.
 - a. The agency's method of identifying poverty causes was through the Census Statistics, County Assessments and the Poor Sectors Representation on the Economic Improvement Council Board. The HHS Poverty Guidelines are also used to determine the enrollment of families into the Family Self-Sufficiency Program.

Identifying poverty vary among different groups and family conditions. The following is a list of poverty causes in our Northeastern area:

- Lack of Education
- Lack of Industrial Development
- · High incidence of single family households
- Lack of job training and adequate skill development
- Lack of adequate public and private transportation
- High incidence of job lay off
- Health and Mental conditions

Lack of cost of living increases

- The methods and criteria used to determined priorities and strategies is through an application process which will include; income, employment skills, education, health and resource availability.
- 3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

The activities that EIC has undertaken to advocate and empower low-income individuals to achieve a greater sense of authority over their lives is through the implementation of the Limited Opportunities To Family Self-Sufficiency Project. Family enrollment along with positive guidance will give individuals and families the opportunity to make lifelong decisions in determining their own lives and future. To achieve economic independence and security, families will identify their own strengths and weakness. Case Managers will provide supportive services when needed and suggest ways to handle their future challenges.

4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources, religious organizations, charitable groups, and community organizations.

The Economic Improvement Council plans to maintain a relationship with organizations serving low-income families/individuals. The agency's Board of Directors solicits representation from the community organizations including religious and charitable groups to comprise the private sectors of the Board.

The CSBG Case Mangers will work with local churches, schools, teachers, health care, public housing organizations, community based organizations and job training for welfare recipients to help move towards self-sufficiency.

- State Welfare Form Continue to have a rapport with Social Services
- Public and Private Resources Attend meeting, send/receive referrals and follow-ups
- Religious Organizations Send notifications to churches and organizations on our agency activities, etc.
- Charitable Groups Volunteer our services when needed.
- Community Organizations Attend meetings and build a rapport and maintain seats on various community boards.

5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

EIC has a satellite office in each of the ten counties. These offices are primarily "One Stop" Centers that provide information and services on all of EIC programs and all other programs in the surrounding area. These satellite offices are shared by other agencies and programs to help fill in the service gaps.

EIC will continue to make referrals to other agencies that will meet the need of our customers. Services that are provided through the satellite offices would include eligibility determination, referrals and follow-ups consultations. The mutual relationships between agencies would help to prevent duplication of services. It will provide an incentive for other public and private agencies to use our offices for their information and referral activities.

6. Provide a description of how your agency will support innovative community and neighborhood based initiatives related to the purposes of the Community Services block Grant (fatherhood initiatives and other initiatives with goal of strengthening families and encouraging effective parenting).

The mission and philosophy of the Economic Improvement Council is hinged upon assisting families to become self-sufficient. The Self-Sufficiency Program as proposed is designed to support innovative community and neighborhood initiatives geared to remove barriers to self-sufficiency.

The Community Services Block Grant staff will support innovative community and neighborhood based initiatives by providing transportation, promotional advertisement, being in attendance, serving as a volunteer and encouraging community support.

7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

In promoting community Food Drives, agency's collaboration with Food Banks, Churches and other organizations such as, the Department of Social Services, local Head Start Programs, Food and Nutrition Programs and the Cooperative Extension Programs help with the conditions of starvation and malnutrition among low-income individuals. EIC Staff and Board Members currently occupy seats on other agency boards that provide nutritional assistance to low-income individuals.

8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

EIC will coordinate provision of employment and training activities through the job screening process. The agency will collaborate with other state/local employment agencies such as: Temp Agencies, Regional Job Fairs, Colleges, Universities, and other businesses to provide referrals for employment and training activities.

All agencies will promote the development and implementation to a more unified system of measuring accountability and performances.

9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

The Economic Improvement Council has developed a rapport with the county Department of Social Services. EIC will make referrals to families/individuals that are in need of emergency to the energy crisis intervention program. Through consistent coordination with the county Department of Social Services information will be disseminated to other departments.

10. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

The involvement of youth age is an integral part of the fabric of EIC and the CSBG Programs. EIC plans and coordinates activities regularly with other programs and agencies such as the National Youth Sports Program, local schools, Colleges and Universities. The needs of our youth are varies and generally reflects the needs of the greater community. Several needs have been identified and are listed below:

- Transient Families
- Family Isolation
- Lack of Recreational Facilities
- School Dropout Rate
- Child Abuse and Neglect
- High Delinquency Rate

The Economic Improvement Council involves a multitude of public and private resources to combat the needs for youth.

- Public Schools
- Department of Social Services
- Albemarle Rehabilitation Center
- Albemarle Speech and Hearing
- Private Physicians
- Partnership for Children Centers
- Partnership for Children (Smart Start)

To improve coordination in meeting the above needs, the Council provides expertise and guidance in the development of youth programs and setting of priorities for youth involvement.

11. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office(s).

The method used to inform custodial parents in single-parent families of availability of child support is done during the initial contact assessment. During that process, the Case Managers are made aware of whether they receive child support services or not. If a custodial parent participating in the CSBG Program is not receiving child support the question is asked if they are interested in applying for the support benefits.

Agency Name

Community Services Block Grant Program Fiscal Year 2017-18 Application for Funding OEO Form 210

Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2017 – June 30, 2018

Section I: Identification of the Problem (use additional sheets if necessary)

- 1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address. (See Attachment)
- 2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).
- (A) Explain why the problem exists. (See Attachment)
- (B) Identify the segment of the population and give the number of people experiencing the problem. (See Attachment)
- (C) Provide demographic information of those adversely effected inclusive of: (See Attachment)
 - (a) Gender
 - (b) Age
 - (c) Race/Ethnicity for the agency's service area
- (D) Explain how the persons are adversely affected.

Section II: Resource Analysis (use additional sheets if necessary)

- (E) Resources Available: (See Attachment)
 - a. Agency Resources:
 - b. Community Resources:
- (F) Resources Needed: (See Attachment)
 - c. Agency Resources:
 - d. Community Resources:

Section III: Objective and Strategy

- (G) Objective Statement: To enroll 50 low-income families in the Family Self-Sufficiency Program with _5 __ families moving above the poverty guidelines by June 30, 2018.
- Strategies for Objective: To qualify and employ comprehensive case management that would include community services providers such as; NC Works, DSS and Base Entities.

Economic Improvement Council, Inc. OEO Form 210 – 2017-2018 Attachment

Agency Strategy for Eliminating Poverty (Form 210)

Section 1: Identification of the Problem

1. Give the Poverty Cause name, rank the cause(s) and identify which one(s) the agency will address.

The Poverty Cause Name:

Limited Opportunities to Family Self-Sufficiency

The Economic Improvement Council ranks Employment as the #1 Priority and Housing as #2.

Employment Priority I:

In Northeastern North Carolina, more than 20% of the population is living in poverty. A major problem of poverty within this area is that two thirds of all poor people in the area have at least one family member working full-time. Most recent surveys in the region support the fact that poverty remains high due to the high incidence of unemployment, low wage rate, and female heads of households. The following chart gives a breakdown of the labor force of 10 counties in Northeastern North Carolina:

2013 Labor Force Estimates

County	<u>Labor Force</u>	<u>Employment</u>	Unemployment	Unemployment Rate
Camden	4,289	4,027	262	6.1%
Chowan	5,727	5,291	436	7.6%
Currituck	12,668	12,142	526	4.2%
Dare	23,806	22,673	1,133	4.8%
Gates	4,660	4,354	306	6.6%
Hyde	2,760	2,608	152	5.5%
Pasquotank	16,107	14,852	1,255	7.8%
Perquimans	5,087	4,688	399	7.8%
Tyrrell	2,364	2,226	138	5.8%
Washington	6,182	5,750	432	7%

The lack of job opportunities in this region is one of the major causes of the high unemployment rate. Commuting to the Hampton Roads area of Virginia for employment continues to be a high priority for area workers. The Northeastern part of the state has also experienced economic exclusion and underinvestment.

Agency Strategy for Eliminating Poverty

Form 210 (Continued)

Housing Priority II:

Substandard Housing:

County	Occupied Units	Overcrowded Units	Incomplete Plumbing
Camden	3,565	60	29
Chowan	5,867	103	87
Currituck	9,171	114	0
Dare	15,076	172	24
Gates	4,454	72	68
Hyde	1,982	14	14
Pasquotank	14,508	579	38
Perquimans	5,403	19	0
Tyrrell	1,666	12	2
Washington	5,096	47	55

- 2. Describe the poverty cause(s) in detail in the community with appropriate statistical data. Explain why the problem exists. Identify the segment of the population and give the number of people experiencing the problem. Explain how the persons are adversely affected.
 - Lack of Economic Resources: the northeastern region is the poorest region in the State
 of North Carolina. Over eighty percent of the economy is based upon agriculture or
 farm related resources. The economy is driven by large mechanized farms that employ
 very few workers. Workers that are able to be employed are usually under-employed
 and seasonal workers.
 - Limited Economic Development: The region is slow to develop factories or other employment opportunities to support over 8,700 low-income families with over 25,000 low-income individuals. A large majority of this population are considered the working poor, underemployed or not working in the work force.
 - Limited Job Opportunity: Considering the two above statements, adequate job opportunities continue to plague the region. The Northeast region consists of only ten percent urban population. Much of this population is consists of Pasquotank and Dare counties. Approximately forty percent of this population travels out of the region to Hampton Roads (VA) for work in the tourist industry.

Identify the segment of the population and give the number of people experiencing the problem.

The northeast region is composed of approximately 172,112 citizens within the ten rural counties. The vast region and sparse population coupled with limited economic development causes the poor and near poor to be impacted by the problem.

County	2013 Data Population	Poverty Households
Camden	10,187	988 or 9.7%
Chowan	14,726	3,063 or 20.8%
Currituck	24,396	3,050 or 12.5%
Dare	35,019	3,747 or 10.7%
Gates	11,650	2,027 or 17.4%
Hyde	5,721	1,390 or 24.3%
Pasquotank	39,981	7,117 or 17.8%
Perquimans	13,601	2,421 or 17.8%
Tyrrell	4,109	1,188 or 28.9%
Washington	12,722	3,486 or 27.4%

Explain how the persons are adversely affected.

Persons residing in poverty conditions reside without a decent wage, which causes them to have to live in conditions such as substandard housing, lack of education, health insurance, childcare and other necessities afforded to the non- poor.

Section II: Resource Analysis

3. Resources Available:

The Economic Improvement Council, Inc. – Section 8 Housing project currently operating in the ten county regions with slots at a funding level annually is \$6,840,929.

Four local housing authorities serve the municipalities of Elizabeth City, Hertford, Plymouth and Edenton. These authorities have subsidized housing available for low-income families.

Agency Name

Community Services Block Grant Program Fiscal Year 2017-18 Application for Funding One-Year Work Program OEO Form 212

	***	Sect	tion I: Project Ident	ification			
1. Project Name:	Family Oppo	rtunity	to Self-Sufficiency				
2. Poverty Cause Name:	Limited Oppo	ortuniti	es to Self-Sufficiency	У			
3. Objective Statement:)		come families in the looverty guidelines by	•	,	ogram with 5	families
4. Selected Strategy:			and employ compreh providers such as; N				clude
5. Project Period:	July 1, 2017	То	June 30, 2018	Plan Year	1	of	3
6. CSBG Funds Request	1	ect: (\$373,181			I	
7. Total Number Expecte	d to Be Served	1:	50		· · · · · · · · · · · · · · · · · · ·		
a. Expected Numb	er of New Clie	nts	0				
b. Expected Numb Clients	er of Carryove	*	50				
	Section II: O	ne-Yea	r CSBG Program C	bjective and	Activities		
Activities	3		Position Title(s)		Implementat	ion Schedule	
		. .		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Objective: To provide comp management services to _50 emphasis on those who are underemployed and in need housing) from July 1, 2017 – Project Introduction:	_families (with unemployed, of standard		Case Managers	50	50	50	50
•							
Provide orientation to the Bo	ard of Directors	E	xecutive Director	07/01/2017 09/30/2018			
Provide orientation and traini	ng to staff.	C M	SBG Director ase Managers/Case lanager/AR4CA dministrator	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018

Community Services Block Grant Program

Agency Name

Fiscal Year 2017-18 Application for Funding One-Year Work Program OEO Form 212 (continued)

Section II: One-Y	rear CSBG Program Object (continued)	ctive and Acti	vities		
Activities	Position Title(s)	lr	nplementat	ion Schedu	le
	1	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
a. Review poverty causes and conditions b. Set goals (review targets)					
c. Discuss work plan d. Income verification review e. Recruitment process f. Eligibility determination and enrollment g. Review available resources					
Complete community awareness activities and Networking with other organizations that advocate for low-income families.	Case Managers	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Assign staff duties and responsibilities.	CSBG Director	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Project Initiation:					
Screen applicants, assess needs, determine eligibility and complete enrollment and Family Contract Agreement.	Case Managers Case Managers/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Manage each family on a case by case basis; provide support, guidance and direct financial assistance with available funds as needed.	Case Managers Case Managers/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Develop resource opportunities in accordance with the Self-Sufficiency Plan.					
 a. Identify sources of training for customers related to budgeting b. Establish a contact list for potential employers. 					
c. Create a list of landlords with affordable housing and rental assistance possibilities.					
d. Research community options to support health, nutrition, transportation and childcare.	·				

Community Services Block Grant Program

Community Services Block Grant Program Fiscal Year 2017-18 Application for Funding One-Year Work Program OEO Form 212 (continued)

Section II: One-Y	ear CSBG Program Object (continued)	ctive and Acti	vities		
Activities	Position Title(s)	lr	nplementat	ion Schedu	le
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Case Management Services and Service Delivery:					
Greet customers and directing them to the CSBG Director or Case Manager. Answer customer questions regarding the CSBG Program. Complete clerical duties such as typing and mailing, correspondence to customers.	Receptionist '	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2017
Conduct intakes, interviews and need assessments for all customers.	Case Managers Case Manager/AR4CA Administrator	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Forward discharge letters to customers, provide referrals, support and follow-ups within 30 days of acceptance date.	Case Managers Case Manager/AR4CA Administrator	30			
Review applications, approve case management procedures and accept families/individuals for program participation.	CSBG Director Case Manager/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Develop and monitor each customer action plans to ensure progress goal completion.	Case Manager/AR4CA Administrator/Case Manager	20	30 (10)	40 (10)	50 (10)
Conduct <u>25</u> home visits to customers as needed to provide ongoing support in case development and goal achievement.	Case Manager/AR4CA Administrator/Case Manager	7	13 (6)	19 (6)	25 (6)
Facilitate in office meetings with customers as well as provide case management sessions via phone and email as needed.	Case Manager/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Keep daily and weekly progress data to determine success, problems or resources needed for customers. Complete case notes, assessments and other related data entry.	Case Manager/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Support 15 customers with employability skills and address needs in gaining 10 employment.	CSBG Director Case Managers/AR4CA Administrator/Case Manager	5	10 (5)	12 (2)	15 (3)
Assess customer experience and skills in order to tailor job searches.					
b. Assist with cover letter creation and resume.'					

Community Services Block Grant Program Community Services Block Grant Program Fiscal Year 2017-18 Application for Funding One-Year Work Program OEO Form 212 (continued)

Section II: One-Y	ear CSBG Program Object (continued)	ctive and Acti	vities		
Activities	Position Title(s)	Ir	mplementat	ion Schedu	le
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Facilitate mock interviews Refer customers to job fairs and available positions					
Notify customers about job positions in the newspapers and internet. Provide job-related transportation as needed					
 g. Direct financial support (i.e, work clothing, transportation, childcare, etc.) to eliminate employment barriers. 					
Provide educational support to <u>5</u> customers. a. Assist with enrollment in General Educational Development (GED), College/Universities and trade programs.	CSBG Director Case Managers/AR4CA Administrator/Case Manager	2	3 (1)	4 (1)	5 (1)
 Provide direct financial support to customers for tuition, childcare, transportation to eliminate educational barriers. 					
c. Refer to resources to assist with financial aid, school applications, internship placements, etc.		3	8 (5)	13 (5)	15 (2)
Provide direct financial crisis assistance to _15_customers for rent, utilities (water and electric), fuel, childcare and transportation.	CSBG Director Case Managers/AR4CA Administrator/Case Manager	3	8 (5)	13 (5)	15 (2)
Collaborate with the Section 8 Program to ensure families with safe standard housing.	Case Managers/AR4CA Administrator/Case Manager	07/01/2017 09/30/207	10/01/2017 12/31/2017	01/01/2017 03/31/2017	4/01/2017 6/30/2017
Engage _5 customers in budget counseling to reduce income/debt ratio.	Case Managers/AR4CA Administrator/Case Manager	0	1 (1)	3 (2)	5 (2)
Refer5 customers to free Volunteer Income Tax Program (VITA) to save money by receiving free tax preparation by certified staff.	Case Managers/AR4CA Administrator/Case Manager	0	0	5	0
Make necessary referrals to appropriate agencies, organizations and support groups to meet family stabilization needs.	Case Managers/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Promote computer literacy via participation in local NC Works Offices and local Libraries.	Case Managers/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018

Community Services Block Grant Program Community Services Block Grant Program Fiscal Year 2017-18 Application for Funding One-Year Work Program OEO Form 212 (continued)

ear CSBG Program Object (continued)	ctive and Acti	vities		
Position Title(s)	lr	nplementat	ion Schedu	le
- V	First	Second	Third	Fourth
	Quarter	Quarter	Quarter	Quarter
CSBG Director Case Managers/AR4CA Administrator/Case Manager	07/01/2017	10/01/2017	01/01/2018	4/01/2018
	09/30/2017	12/31/2017	03/31/2018	6/30/2018
Case Manager/AR4CA	07/01/2017	10/01/2017	01/01/2018	4/01/2018
Administrator	09/30/2017	12/31/2017	03/31/2018	6/30/2018
CSBG Director Case Managers/AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
Case Managers/AR4CA	07/01/2017	10/01/2017	01/01/2018	4/01/2018
Administrator/Case Manager	09/30/2017	12/31/2017	03/31/2018	6/30/2018
Case Manager/AR4CA	07/01/2017	10/01/2017	01/01/2018	4/01/2018
Administrator/Case Manager	09/30/2017	12/31/2017	03/31/2018	6/30/2018
AR4CA Administrator/Case	07/01/2017	10/01/2017	01/01/2018	4/01/2018
Manager	09/30/2017	12/31/2017	03/31/2018	6/30/20`8
CSBG Director AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
CSBG Director AR4CA Administrator/Case Manager	07/01/2017 09/30/2017	10/01/2017 12/31/2017	01/01/2018 03/31/2018	4/01/2018 6/30/2018
CSBG Director	07/01/2017	10/01/2017	01/01/2018	4/01/2018
	09/30/2017	12/31/2017	03/31/2018	6/30/2018
Facilities Coordinator	0701/2017	10/01/2017	01/01/2018	4/01/2018
	09/30/2017	12/31/2017	3/31/2018	6/30/2018
	CSBG Director Case Managers/AR4CA Administrator/Case Manager Case Managers/AR4CA Administrator CSBG Director Case Managers/AR4CA Administrator/Case Manager Case Managers/AR4CA Administrator/Case Manager Case Managers/AR4CA Administrator/Case Manager Case Managers/AR4CA Administrator/Case Manager CSBG Director AR4CA Administrator/Case Manager	Position Title(s)	Position Title(s)	Position Title(s)

Agency Name

Fiscal Year 2017-18 Application for Funding One-Year Work Program OEO Form 212 (continued)

8. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 6 of the Fiscal Year 2017-18 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (enter proj	ect name)
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	50
The number of low-income participant families rising above the poverty level.	5
The number of participant families obtaining employment.	10
The number of participant families who are employed and obtain better employment.	3
The number of jobs with medical benefits obtained.	2
The number of participant families completing education/training programs.	2
The number of participant families securing standard housing.	3
The number of participant families provided emergency assistance.	15
The number of participant families provided employment supports.	20
The number of participant families provided educational supports.	3
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

Community Services Block Grant Program

Community Services Block Grant Program Fiscal Year 2017-18 Application for Funding One-Year Work Program OEO Form 212 (continued)

For Community Action Agencies that serve multiple counties, provide a breakdown of the expected number of persons served in each designated county in the table below. Show the total number of persons served in the table. <u>ග</u>

				Number	of Families t	to be Serve	Number of Families to be Served Per County				
Agency Name: Economic Improvement Council, I	Econom	ic Improven	nent Council,	lnc.				The state of the s			
Project Name: Family Opportunity To Self-Suffici	Family C	Sportunity	To Self-Suffic	iency							
County	Camden	Chowan	Currituck	Dare	Gates	Hyde	Pasquotank	Pasquotank Perquimans	Tyrrell	Washington	Total
Total	5	2	2	5	5	5	5	C)	5	5	20
Planned											
Project Name:					district and the control of the cont						
County											Total
Total											
Planned			a kanada an								

Fiscal Year 2017-18 Community Services Block Grant Application Page 16 of 22

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Community Services Block Grant Program Fiscal Year 2017-18 Application for Funding Monitoring, Assessment and Evaluation Plan

- 1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs. (See Attachment)
 - a. Board of Directors:
 - b. Low-Income Community:
 - c. Program Participants:
 - d. Others:
- 2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors. (See Attachment)
- 3. Describe how administrative policies and procedures are monitored by the Board of Directors. (See Attachment)
- 4. Describe how the Board acts on monitoring, assessment and evaluation reports. (See Attachment)
- 5. Describe the Board's procedure for conducting the agency self-evaluation. (See Attachment)
- Summarize the results of the Board's most recent self-evaluation. Describe how the
 information has been or will be used to develop the agency's next Strategy for Eliminating
 Poverty. Indicate the timeframe and planned activities for the next evaluation. (See
 Attachment)

Monitoring, Assessment and Evaluation Plan

Attachment

- 1. Describe the role and responsibilities of the following in the assessment and evaluation of the agency programs.
 - a. Board of Directors: The Board of Directors participates in the development, planning, implementation and evaluation of the Community Services Block Grant program which serves the low-income community. The Board delegates the responsibility day-to-day operation of the agency to the Executive Director who then assigns authority to the CSBG Director to make sure the program is managed effectively. The Board of Directors receives reports periodically to ensure that the goals established are being properly implemented. They also make the necessary adjustments to redirect or modify the program when necessary.
 - b. Low-income Community: The low-income community receives reports on a regular basis via local community organizations and the CSBG Staff. The low-income community will have the opportunity to make suggestions regarding the implementation of the program. They are also given the opportunity to appear before the Board of Directors and express their concerns regarding the administering of the program and its evaluation.
 - c. Program Participants: Through a chain of command, program participants may express their concerns regarding the CSBG Program. Participants may request to meet with thee Executive Director or the Board of Directors. The agency will conduct surveys to assess the quality of the program as a mean of involving participants and obtaining their opinion regarding CSBG standards and the quality of service being offered.
 - d. Others: Other citizens of community groups may express concerns regarding the implementation of the CSBG Program by contacting the Executive Director. Any citizen not satisfied with the implementation of the program may appeal to the agency's Board of Directors. These individuals can also express their concerns or ask for clarification regarding any and all program implementation standards.

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

Surveys were issued to customers during their quarterly assessments, section 8 housing process, walk-ins and to those seeking assistance for our services. The Data collected on the surveys included demographic information, issues concerning their families and how the agency can better serve the low-income communities. The data on the survey's were analyzed and distributed to the Board of Directors for their review and recommendations.

3. Describe how administrative policies and procedures are monitored by the Board of Directors.

The Board of Directors is responsible for approving all modifications and or final amendments to the administrative policies and procedures. Any recommendations for changes to the policies must be submitted to the Executive Director for approval. If approved, the Executive Director has the responsibility of presenting the changes to the Board's approval or at a time specified by the Board. The Board consists of five committees (Executive, Personnel, Planning and Evaluation, Finance and Special) that are responsible for carrying out activities such as evaluating and monitoring the agency's policies and procedures, programs and projects offered by the agency, and the fiscal operations of the agency.

4. Describe how the Board acts on monitoring, assessment and evaluation reports.

The Board of Directors will receive monitoring, assessment and evaluation reports during each regular meeting. The purpose of these reports will be to advise the Board if the projects is meeting the targeted goals or if the project is encountering problems. The Board will suggest and recommend program adjustments to correct any necessary problems.

5. Describe the Board's procedure for conducting the agency self-evaluation.

The Board conducts self-evaluation utilizing three basic evaluation tools. These tools consist of Formative Evaluation, Quality Assurance, and Outcome Evaluation.

Formative Evaluation: This is done on a regular basis during official Board meetings. The operation and development of programs are measured based upon the progress of meeting and/or exceeding targeted goals, short and long term program achievements and expected outcomes. Financial information and participant data are compared to determine the level of achievement for each program. Programs that are not meeting the minimum achievement levels based upon time schedules are cited and recommendations for improvement are made.

Quality Assurance: This form of evaluation is used to determine if the process of involvement with low-income families is appropriate, timely and well documented. to accomplish this, the Board relies upon staff documentation, surveys and outside monitoring reports. Low-income families and individuals may also be allowed to appear before the Board to voice their concerns, problems or expectations.

Outcome Evaluation: This is achieved by employing the Result Oriented Management and Accountability cycle (ROMA). During this evaluation stage, data will be analyzed and compared to benchmarks that have been set in place. The outcomes will be used to determine the effectiveness of the program, update annual and long-rang planning, support agency advocacy, funding and community partnership activities.

6. Summarize the results of the Board's most recent evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

The Economic Improvement Council Board of Directors most recent self-evaluation on increasing the unrestricted funds to assist the agency in eliminating poverty. There is an apparent need to increase revenue in the organization; therefore, the Board of Directors will become intentional with a strategic planning process that will increase unrestricted funds flowing through the agency. The Board of Directors will continue to thrive in the area of helping people become self-sufficient as we fight to eliminate poverty. The time fame and planned activities for the next evaluation is July 31, 2017. We will identify levels of funding, program funding, and donations. There is an ongoing assessment to assess cash flow payroll and accounts payable to increase organizational funding.

EIC COST ALLOCATION PLAN

METHODOLOGY

2017-2018

The Economic Improvement Council, Inc. recognizes that certain cost is shared by the specific components of the agency and the agency has adopted the following methodology to allocate these costs.

Personnel Cost: These costs including salaries, fringe benefits, leave and other administrative costs are attributed directly to the specific employee and allocated based on actual hours worked in each program.

Audit: Audit costs are charged to indirect costs.

Telephone: Telephone expenses are allocated based on long distance and local service charges. Long distance calls are allocated to the program for which the call is made. Long distance calls are entered on telephone logs and reviewed on a monthly basis. Local service charges are allocated by a percentage based on the number of telephone used by a specific program divided by the total telephones at a specific location.

Equipment: Equipment is purchased via a requisition and purchase order. Costs are directly charged to the specific program and used solely by the requesting program.

Travel: Travel expenses are paid based upon agency travel regulations. Travel mileage is kept and recorded by the employee either when using personal cars or agency vehicles. Vehicle logs are maintained by each employee to document miles and maintenance performed or needed on the vehicle. Vehicles used exclusively by a specific program will be charged to that program. Agency vehicles used by more than one program will be allocated in accordance with use miles driven.

Supplies & Materials: Supplies and materials are purchased via a purchase order and requisition system. Costs are directly charged to the specific program and used solely by the requesting program.

Insurance and Bonding: Insurance and Bonding is allocated to each program based upon the number of employees involved, the dollar amount of assigned equipment and/or space used by a specific program.

Procurement: Procurement of goods and services are generally charged directly to a specific program component. Procurements used on an agency wide basis will be charged based upon the number of employees using such goods and services or the total dollar value of the goods and services.

Cost Allocation Plan (continued)

Postage: Postage is allocated as a direct charge to each program. A postage meter is used to dispense postage. Each program will document the date and amount of postage used. Postage will be charged to each program based upon usage.

General: General expenditures, such as utilities, rent, or administrative expenditures will be charged based upon square footage used. The central office space is charged based upon square foot calculations as follows:

Department	Building Square <u>Footage</u>	Common <u>Area</u>	Office & Common <u>Space</u>	Percentage
Administration	1083.94	832.8	1916.74	24.2%
CSBG	160.01	123.01	283.11	3.6%
Section 8 Housing	1143	878.17	2032.17	25.6%
WAP/HARRP	<u> 268.85</u>	<u>206.55</u>	<u>475.41</u>	6.0%
	4472.57	3336.3	7908.87	100%

Common Space is allocated and charged based on the above percentages.

CSBG-EIC Economic Resource Centers

Camden

Camden Co. Courthouse Lawn 117 NC Hwy 343 Post Office Box 276 Camden, NC 27921 (252) 325-3846

<u>Chowan</u>

712 Virginia Road Post Office Box 549 Edenton, NC 27932 (252-482-4458

Currituck

2793 Caratoke Highway 153 Courthouse Suite – 400 Post Office Box 189 Currituck, NC 27929 (252) 325-3846

Dare

723 Sir Walter Raleigh Street Post Office Box 686 Manteo, NC 27954 (252) 325-3846

Gates

252 Highway 37 South Post Office Box 568 Gatesville, NC 27938 (252) 325-1689

Pasquotank

104 W. Ehringhaus Street Post Office Box 1263 Elizabeth City, NC 27906 (252) 335-4616

Perquimans

220 Winfall Boulevard Winfall, NC 27944 Post Office Box 286 Hertford, NC 27944 (252) 325-1689

Tyrrell

190 L. A. Kesier Drive Post Office Box 641 Columbia, NC 27925 (252) 325-2179

Washington

383 Highway 64 Post Office Box 541 Plymouth, NC 27962 (252) 325-2179

Hyde

1430 Main Street O. A. Peay (Co. Office Bldg) Swans Quarter, NC 27885 (252) 325-2179

JOB DESCRIPTION

JOB TITLE:

Executive Director

RESPONSIBLE TO:

Board of Directors

Economic Improvement Council, Inc.

RESPONSIBILITIES:

- A. The administration and management of the Economic Improvement Council, Inc. consistent with the policies set forth by the Board of Directors, and guidelines of the various funding sources.
- B. Provide leadership in planning, organization, and administration of programs sponsored by the agency.
- C. Developing and implementing administrative controls and standards for the efficient operation of the agency.
- D. Establish and maintain effective working relationships with existing Federal, State, local and private agencies or institutions.
- E. Install administrative and fiscal controls for the purpose of maintaining a sound fiscal management operation, including the review and approval of budgets for various program accounts and projects.
- F. Employ staff in accordance with policies and procedures of the agency as approved by its Board of Directors and consistent with the guidelines of CSA.
- G. Establish and maintain as effective system of programs and staff evaluation.
- H. Prepare financial and progress reports as may be or may not be required; submit same to the Board, and such other agencies as may be necessary.
- I. Overall evaluation of the effectiveness of the Economic Improvement Council, Inc., and its program efforts to eradicate the causes of poverty through periodic reviews with the staff, visits with area groups, public speeches, forums, etc.

Job Descriptions (Continued) Executive Director Page 2

QUALIFICATIONS:

- A. Bachelor's Degree preferred plus extensive experience as a Senior Administrative Officer of a CAA or related program.
- B. Possess administrative leadership and creative ability to the extent of being capable of making sound and responsible decisions when dealing with fundamental issues and problems.

Dr. Landon B. Mason Sr.

601 Center Hill Road, Tyner, NC 27980

Home: 252-221-3196 - Cell: 252-337-5007 - bishoplbmason@me.com

Objective

I am a highly motivated, performance driven, and experienced professional with honorable core values where I can affect positive change in the lives of others.

Core Knowledge and Skills

20 years of management experience, including current role as pastor for a non-profit organization. Provided leadership to transform an under performing non-profit into a thriving and healthy successful entity.

Public Relations

Budget Management

Strategic Planning

Organizational Skills

Team Leadership

Staff Training

Community Outreach
Event/ Program Planning

Results-oriented

Proactive

Professional Experience

Greater Saunders Grove MBC, Pastor Hertford, NC 1997- Present

Responsible for the Health and Welfare of 220 members.

Created ministries to empower and enrich parishioners.

Lead the church in 110% increase in membership attendance.

Implemented a plan to increase the church budget to 500%.

Guided the church in a 1.2 million dollar building program debit free.

Initiated the hiring, overseeing and compensation of all sub-contractors.

Recommended various methodologies to promote a more excellent way to carry out ministry.

Motivate parishioners to carry out their ministry assignments.

Reorganized and restructured the government of the church to be more fruitful in community partnerships.

E.I.C Head Start Family Service Manager, Edenton, NC 1999-2004

Responsible for the enrollment of the Head Start Program for 10 Counties.

Oversaw the daily operation of an assistant and 10 family service workers.

Implemented creative ways to ensure enrollment was meet.

Initiated monthly meeting with family services workers review program practices and policies.

Motivated family services workers to connect with families to ensure partnership agreements carried out.

Authorized by the State of North Carolina to facilitate Child Abuse workshops.

Wendy's International Assistant Manager, Durham, NC 1995-1997

Responsible for opening training stores to train new employees.

Responsible for hiring, training and supervising employees.

Introduced new ways to promote recruiting and retention.

Reorganized and reduced ways to reduce food cost.

United States Army Staff Sergeant, Fairbanks, AK 1987-1995

Promoted in the Secondary Zone to the Rank of E-5 and E-6.

Awarded an Honorable Discharge for 8 years of faithful and dedicated service.

Education

Master of Divinity – GPA 3.8 Virginia Union University Richmond, VA - 2012

Doctor of Ministry - 2005 Master of Pastoral Counseling - 2004

Andersonville Theological Seminary Camilla, Georgia

Bachelor of Science, Sociology – GPA 3.7 Norfolk State University Norfolk, Virginia - 2000

Associates Degree, Criminal Justice Troy State University Troy, Alabama - 1992

High School DiplomaSurry County High School Surry, VA - 1987

JOB DESCRIPTION

JOB TITLE:

Fiscal & Property Officer

RESPONSIBLE TO:

Executive Director

RESPONSIBILITIES:

- A. Coordinate and supervise the responsibilities of the Bookkeeper and others relating to Financial Management.
- B. The Finance Officer is required to check all payables, in relation to their accuracy, code according to budget allowances, prepare for payment and handling by the Bookkeeper. Review and initial all time and travel reports before they are filed for audit.
- C. Coordinate all budgets and prepare quarterly and monthly reports required for Resource suppliers from ledgers and balances prepared by the Bookkeeper.
- D. Review and consolidate quarterly tax reports, both Federal and State, coordinating with responsibilities of the Bookkeeper. Prepare biweekly tax deposits for handling in accordance with payrolls.
- E. Assist all programs under the sponsorship of EIC, Inc. in budget planning, setting up budgets code accounts and any other problems pertinent to or a part of such planning. Prepare a "System and Controls" procedure to assure an inner control of finances.
- F. Coordinate all property handling, prepare inventory of non-expendables when required for Resources suppliers, with assistance of Bookkeeper or secretarial staff.
- G. Maintain consumable supplies in locked storage, for inner control, and disposal. Approve all consumable supply requisitions for handling.
- H. Coordinate and assist all Project Directors and employees in planning workable program for an orderly, non-discriminate finance and property management, in accordance with Federal Guidelines, Personnel Policies, and Directives of the Board of Directors.
- I. Coordinate all local audit services and assist auditor in any phase needed.
- J. Reconcile bank statement of all expenditures prepared by the Bookkeeper.

Job Descriptions (Continued) Fiscal & Property Officer Page 2

QUALIFICATIONS:

- A. Minimum of two years academic training beyond the high school level in business administration or related fields.
- B. Minimum of six months supervisory experience.
- C. Two years experience in Public Accounting or in government or non-organization accounting is desired.

Ethel J. Copeland

936 Greenhall Road Edenton, NC 27932 (252)482-2208 or (252)312-8905 eficope?@vahoo.com

WORK EXPERIENCE:

Bookkeeper-School Treasure/Perquimans County Schools, Hertford, NC, April 2015-Present

- Maintains an accurate record of absences for high school employees
- Complete monthly payroll
- Schedules substitute teachers; orients substitutes to class
- Implement reporting procedures and internal controls for accurate records
- Reconciles account balances complying with related policies
- · Prepares cash deposits for school activities, making bank deposit
- Monitor fund balances of assigned programs
- Coordinate the rental of high school facilities
- Collect and process insurance claims for students/employee accidents
- Assist with office receptionist with answering phone calls, greeting visitors, answering inquiries from students, parents, and the general public

Administration Assistant/SunEnergy, LLC, Elizabeth City, NC, April 2014-April 2015

- Handle calculation of employees time
- Completed new hire application packet on each employee
- Manage time/ clock-in clock-out
- Distribute employee payroll checks
- Handle all mail, telephone calls, and etc.
- Ordering of supplies and kept accurate purchase orders for payment

Financial Aid Counselor/Work-Study Manager, Elizabeth City State University, Elizabeth City, NC, January 2006 – October 2013

- Assigned eligible students to campus jobs for work study program
- Greeted and assisted customers (student/parents)
- Reviewed incoming mail for accuracy
- Provided assistance and general information for grants and scholarships
- Assisted with financial aid awareness workshops and FAFSA DAY.

Administrative Support Associate-Career Services Department

- Prepared documents and reports
- Organized the compiling of records and maintaining files
- Completed typing, scanning, word processing on a daily basis
- Greeted visitors/customers with appropriate information
- Processed mail for distributing and provided activities with department

Associate Professional, Health Link of America/OneCare, Elizabeth City, NC December 2008 – present

- Implement interventions to keep customer focus
- Building a relationship with each customer
- Monitoring behavior issues with positive alternatives with clients dealing with eating disorder, gender identity, autism, anxiety disorders, sleep disorders, ADHD and etc.
- Direct preventive and therapeutic interventions
- Assess, documents and communicate the status of the customers
- Maintain updates on training and services meeting

Social Worker II/ Family & Children Caseworker Chowan Department of Social Services, Edenton, NC, April 1995 – July 2005

- Assisted clients to become self-sufficient
- Maintained a 50% participation score for the state rate
- Implemented training course for new clients
- Assisted with services for Child Protective and Adult Protective Services engaging in one on one interaction with clients that obtain bipolar, substance disorder, claustrophobia, gender identity, eating disorders and etc.
- Kept accurate and daily documentations

Adult Medicaid Caseworker, Bertie Department of Social Services, Windsor, NC, March 1994 – April 1995

- Interviewed client for eligibility
- Placed client in Long-term home care or short-term
- Managed client budget
- Verified all information with other agencies
- Completed application with professional questions and answers
- Communicated with client

EDUCATION:

Bachelor of Science in Business Administration, Concentration in Finance, Fayetteville State University, Fayetteville, NC, August 1982.

NC Child Care Credentials, Beaufort Community College, Washington, NC, May 1993

Child Welfare in NC, Lenior Community College, Kinston, NC, July 2001

REFERENCES:

Available Upon Request

Job Description

Job Title:

Community Services Block Grant Director

Supervisor:

Executive Director

Working Hours: 8:30 am - 5:00 pm (Normally)

Work Station:

Edenton Administrative Office

Duties and Responsibilities:

- 1. Responsible for the implementation, monitoring, and maintenance of the Community Services Block Grant Program and all of its activities including the supervision of staff.
- 2. Assist in the employment of program staff and their orientation process.
- 3. Coordinate the activities with other programs, projects, organizations, etc., on local, state and national levels.
- 4. Publicize the Community Services Block Grant Program via the agency's website, local news media, community meetings, local EIC Resource Centers and other means as appropriate.
- 5. Assist in conducting group counseling and/or training of program participants.
- 6. Monitor the CSBG Program on a daily basis, and make monthly on-site visits, perform random review of files and the interview of clients, and conduct staff conferences.
- 7. Assess program problems, progress, delays and adverse conditions which affect the ability to attain project objectives, activities and meet established time lines.
- 8. Coordinate the AR4CA data collection, entry, and reports processes.
- 9. Submit reports to the Executive Director, Board of Directors and State Office.
- 10. Other duties as deemed necessary.

Desirable Skills And Qualifications

- 1. Possess a sincere interest in the problems of the poor and disadvantaged with a deep commitment to the development of strategies to deal with those problems
- 2. Possess leadership qualities and a personable personality
- 3. Have the ability to analyze the feasibility of proposed new goals and objectives for the program and devise plans for meeting the goals and objectives.

CSBG Director-Pg. 2

- 4. Have the ability to analyze services and suggest changes that would enhance services to the program participants.
- 5. Possess the ability to interact effectively with community officials.

Education and Experience:

Bachelor's Degree in Social Work, Psychology, Vocational Rehabilitation or related field with at least two years' experience in working in a social program.

Job Description

Job Title: Case Manager

Supervisor: Community Services Block Grant Director

Working Hours: 8:30 am - 5:00 pm (Normally)

Work Station: EIC Economic Resource Center

Duties and Responsibilities:

- 1. Be familiar with the community in general and the target poverty areas.
- 2. Assist in the organization of community groups and Community Councils.
- 3. Recruit prospective program participants' for housing, education, training, and or job placements for the Self-Sufficiency Program.
- 4. Conduct initial interviews to obtain and compile information from the applicant that will be useful in the evaluation and subsequent placement.
- 5. Evaluate the applicant's needs that can be met by other agencies and make proper referrals.
- 6. Evaluate applicant's housing, education, employment and training needs and make appropriate referrals.
- 7. Provide needed supportive services to clients such as transportation and resume assistance.
- 8. Assure adequate follow-up of participants' job and housing placements.
- 9. Maintain close working relationships with all agency programs which include the Head Start, Weatherization and the Section 8 Housing Programs.
- 10. Provide appropriate counseling to participants when the need arises.
- 11. Maintain adequate records on each participant on the AR4CA Web.
- 12. Be familiar with the functions and requirements of each resource in the area.
- 13. Encourage participants to attend budget counseling, job and housing seminars/training.
- 14. Monitor and report participant assessments to the Community Services Block Grant Director.
- 15. Other duties as deemed necessary.

Case Manager pg. 2

Desirable Skills and Qualifications:

- 1. Ability to be an advocate for low-income families.
- 2. Ability to work effectively with low-income families.
- 3. Ability to organize community groups.
- 4. Ability to make presentations at public and private meetings.
- 5. Possess good communication skills.

Education and Experience:

Associate Degree with at least one year experience in working with families, the public, or in a social program.

Job Description

Job Title: Case Manager/AR4CA Administrator

Supervisor: Community Services Block Grant Director

Working Hours: 8:30 am - 5:00 pm (Normally)

Work Station: EIC Economic Resource Center

Duties and Responsibilities:

- 1 Be familiar with the community in general and the target poverty areas.
- 2 Assist in the organization of community groups and County Councils.
- 3 Recruit prospective program participants' for housing, education, training, and or job placements for the Self-Sufficiency Program.
- 4 Conduct initial interviews to obtain and compile information from the applicant that will be useful in the evaluation and subsequent placement.
- 5 Evaluate the applicant's needs that can be met by other agencies and make proper referrals.
- 6 Evaluate applicant's housing, education, employment and training needs and make appropriate referrals.
- 7 Provide needed supportive services to clients such as transportation and resume assistance.
- 8 Assure adequate follow-up of participant job and housing placements.
- 9 Maintain close working relationships with all agency programs which include the Head Start, Weatherization and the Section 8 Housing Programs.
- 10 Provide appropriate counseling to participants when the need arises.
- 11 Maintain adequate records on each participant on the AR4CA Web.
- 12 Be familiar with the functions and requirements of each resource in the area.
- 13 Encourage participants to attend budget counseling, job and housing seminars/training.
- 14 Monitor and report participant assessments to the Community Services Block Grant Director.

Case Manager/AR4CA Administrator pg. 2

- 16. Verify applications for job/housing placements submitted to the AR4CA.
- 17. Follow-up on past assessments on participants.
- 18. Discharge participants from the AR4CA.
- 19. Complete the Year-End Report and Quarterly Reports
- 20. Report staff progress to the Community Services Block Grant Director on a monthly basis.
- 21. Other duties as deemed necessary.

Desirable Skills and Qualifications:

- 1. Ability to be an advocate for low-income families.
- 2. Ability to work effectively with low-income families.
- 3. Ability to organize community groups.
- 4. Ability to make presentations at public and private meetings.
- 5. Possess computer skills needed to work effectively with databases.

Education and Experience:

Associate Degree with at least one year experience in working with families, the public, a business setting or a social program.

Community Services Block Grant Program

Job Description

Job Title:

Receptionist

Supervisor:

Executive Director

Working Hours:

8:30 am - 5:00 pm

Work Station:

Administrative Office

Duties and Responsibilities:

- Review poverty causes and conditions for the Community Services Block Grant Program.
- Determine income verification for review.
- To be knowledgeable on eligibility requirements and the enrollment process.
- Review Eligibility Determination Application for completion.
- Compile and submit reports to the CSBG Director.
- Maintain a filing system for data collections.

Desirable Skills and Qualifications:

- High School graduate or its equivalency. At least two years experience in Business Management.
- Completion of standard high school course with typing training or an Equivalent combination of experience and training providing the required capabilities.
- Possess some knowledge of office terminology, procedures and equipment of Business Arithmetic and English.
- Ability to understand and follow simple oral or written directions and the ability to write legibly.

Job Description

Job Title:

Facilities Coordinator

Supervisor:

Executive Director

Work Hours: 8:30 a.m. – 5:00 p.m. Monday – Friday normally (will vary during

Inclement weather and possibly other times)

Work Station: E.I.C. Administrative Office

Duties and Responsibilities

- 1. Sweep and mop all uncarpeted floors
- Vacuum all carpeted floors
- 3. Clean doors, windows and all glass areas
- 4. Empty trash in all rooms
- Clean appliances in the kitchen, inside and out
- Clean countertop, sink and table in the kitchen
- 7. Clean windowsills in every room and dust blinds
- 8. Clean tables in both conference rooms and keep conference rooms in order
- 9. Clean 5 bathrooms
- 10. Replace light bulbs and balances as needed
- 11. Install smoke and carbon monoxide detectors where needed; replace batteries in Hallway and conference room clocks and all smoke and carbon monoxide detectors
- 12. Assemble office furniture as needed

- 13. Perform small plumbing jobs that do not require licenses
- 14. Do minor repair jobs to the building as needed
- 15. Paint inside building when requested
- 16. Shampoo carpet
- 17. Maintain clean parking lots, and front, side and back outside entrances
- 18. Maintain grounds which includes cutting the grass, weed eating, and raking
- 19. Maintain a clean and attractive flower bed
- 20. Call for professionals when needed such as electricians, plumbers, etc.
- 21. Change filters in heat/air conditioning units
- 22. Other duties as deemed necessary

Desirable Qualifications and Skills

High school graduate with minor carpentry and plumbing skills, experience in Housekeeping duties and ground maintenance, N.C. driver's licenses and transportation.

Community Services Block Grant Program

Dare County-Public Hearing

November 30, 2016

Time: 10:00am

Place: Dare County Resource Center

Attendance - 0

The purpose of the hearing was to give an overview of the Economic Improvement Council, Inc. **CSBG Anti-Poverty Plan** for **the 2017-2018** fiscal year.

There were no participants in attendance.

Lillian Conce

The hearing was then closed.

Respectfully,

Lillian Dance

CSBG Case Manager

ECONOMIC IMPROVEMENT COUNCIL, INC.

P.O. BOX 549

EDENTON, NC 27932

252-482-4458

Community Services Block Grant Family Self Sufficiency Program Dare County Public Hearing 11-30-2016

10:00am

(Dare County Resource Center)

AGENDA

Call to Order......Lillian Dance

Purpose

Overview......2017-2018 Anti-Poverty Plan

Q & A

Adjournment

ECONOMIC IMPROVEMENT COUNCIL, INC.

P.O. BOX 549

EDENTON, NC 27932

252-482-4458

Community Services Block Grant

Family Self Sufficiency Program

Dare County Public Hearing

11-30-2016

10:00am

(Dare County Resource Center)

SIGN IN

1. Illian Dance - CSBG Case Manager

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Community Services Block Grant Program

Pasquotank County-Public Hearing

November 29, 2016

Time: 10:00am

Place: Pasquotank County Public Library

Attendance – 0

The purpose of the hearing was to give an overview of the Economic Improvement Council, Inc. **CSBG Anti-Poverty Plan** for **the 2017-2018 fiscal year**.

There were no participants in attendance.

The hearing was then closed.

Respectfully,

Lillian Dance

CSBG Case Manager

ECONOMIC IMPROVEMENT COUNCIL, INC P.O. BOX 549 EDENTON, NC 27932

252-482-4458

Community Services Block Grant
Family Self Sufficiency Program
Pasquotank County Public Hearing
11/29/2016- 2:00pm
(Pasquotank County Library)

Agenda

Call to Order	Lillian Dance
Purpose	·
OverviewCSBG 2017-2	018 Anti-Poverty Plan
Q & A	
Adjournment	

ECONOMIC IMPROVEMENT COUNCIL, INC

PO BOX 549

EDENTON, NC 27932

Community Services Block Grant
Family Self Sufficiency Program
2:00 pm - 11/29/2016

Pasquotank County Public Hearing
Sign In

1.	Tillian	Dance	***	CS66	Case	Manage.
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Community Services Block Grant Public Hearing

Gates County Public Library @ 11:00m

14 Cypress Creek Drive

Gatesville, N. C.

AGENDA

Call to Order

Introduction of Staff

Purpose

Presentation of the CSBG Anti-Poverty Plan 2017- 2018

Questions and Answers

Adjournment

Gates County Public Hearing

A public hearing was held on December 1, 2016 at the Gates County Public Library at 11:00am for the Economic Improvement Council, Inc.

The purpose was to present the Community Services Block Grant Anti-Poverty Plan for program year 2017-2018.

There was no one in attendance.

ATTENDANCE SHEET

Name:	
1.	Jung C Britt
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Community Services Block Grant Public Hearing

November 29, 2016 @ 10:00m

Perquimans Resource Center

220 Winfall Boulevard

Winfall, N. C.

AGENDA

Call to Order

Introduction of Staff

Purpose

Presentation of the CSBG Anti-Poverty Plan 2017- 2018

Questions and Answers

Adjournment

Public Hearing Perquimans County

A public hearing was held on November 29, 2016 at the Perquimans County Resource Center at 10:am, Tuesday morning.

One person was in attendance. (see sign in sheet)

The agenda was followed.

The Anti-Poverty Program was presented for 2017-2018 program year.

There were no questions.

Meeting was adjourned.

Public Hearine ATTENDANCE SHEET

DATE: November 29, 2016 @ 10Am

Name:	
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Community Services Block Grant Public Hearing

Chowan Resource Center @ 2:00pm

712 Virginia Road

Edenton, N. C. 27932

AGENDA

Call to Order

 $Introduction\ of\ Staff$

Purpose

Presentation of the CSBG Anti-Poverty Plan 2017-2018

Questions and Answers

Adjournment

Chowan County Public Hearing

A public hearing was held on December 1, 2016 at the Chowan Resource Center at 2:00 pm for the Economic Improvement Council, Inc.

The purpose was to present the Community Services Block Grant Anti-Poverty Plan for program year 2017-2018.

There was no one in attendance.

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ATTENDANCE SHEET

DATE: <u>December</u> 1, 2016

Name:	
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Public Hearing for Washington County Meeting Minutes December 2, 2016

A public hearing was held in Washington County at the Resource Center. Ms Wendy Hedgebeth called the meeting to order. She explained the purpose of the meeting. She had Ms. Mary Bratts to provide us with brochures of the programs.

Ms Hedgebeth did an overview of the Anti-Poverty Plan Summary for July 1, 2017 –June 30, 2018. She explained that the meeting was to get the citizens and community input on the Anti-Poverty Plan. The summary included the EIC Program Operations, Community Needs Assessment, Roma Case Management, Board Structure(Tripartite Board), CSBG Program, Funding, and Proposed Project.

She asked if there were any questions. There were none.

The meeting was adjourned.



Washington County Public Hearing Agenda

Call to Order	Ms. Wendy Hedgebeth
Purpose	Present Anti-Poverty Plan Summary 2017-2018
Questions or conc	erns
Adjourn	

Public Hearing

Washington County Resource Center Plymouth, NC

Friday, December 2, 2016 2:00 p.m.

Sign-In Sheet

Dennie Dienxer
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Economic Improvement Council, INC Community Services Block Grant Program Family Self Sufficiency Program Anti-Poverty Plan Summary Public Hearing November 28, 2016 AGENDA

Call to order...... Ms. Anniesha Overton

Anti- Poverty plan summary

- Purpose of the anti-poverty plan
- Who the plan is meant to serve
- Community Needs Assessment
- FSS program explained
- Funding
- Proposed project

Q&A

Adjournment

Minutes for the Public Hearing

Camden County, NC

November 28, 2016

- The Economic Improvement Council, Inc. held a public hearing at the Camden County Resource Center on November 28, 2016 at 2:00pm. The purpose of the hearing was to review the proposed Anti-Poverty Plan and to receive comments and recommendations on how the CSBG Project should operate in the surrounding 10 counties.
- No members of the community showed up for the hearing.

Anniesha (Ment

Submitted By:

Public Hearing

Camden County Resource Center Camden, NC

Monday, November 28, 2016 2:00 p.m.

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Economic Improvement Council, INC Community Services Block Grant Program Family Self Sufficiency Program Anti-Poverty Plan Summary Public Hearing November 28, 2016

AGENDA

Call to order...... Ms. Anniesha Overton

Anti- Poverty plan summary

- Purpose of the anti-poverty plan
- Who the plan is meant to serve
- Community Needs Assessment
- FSS program explained
- Funding
- Proposed project

Q&A

Adjournment

Minutes for the Public Hearing

Currituck County, NC

November 28, 2016

- The Economic Improvement Council, Inc. held a public hearing at the Currituck County Social Services Building on November 28, 2016 at 10:00am. The purpose of the hearing was to review the proposed Anti-Poverty Plan and to receive comments and recommendations on how the CSBG Project should operate in the surrounding 10 counties.
- No members of the community showed up for the hearing.

Submitted By: Iniusha Mentin

Public Hearing

Currituck County Social Services Building

Monday, November 28, 2016 10:00 a.m.

Sign-l	in	Sł	۱e	et	

Annisha Orent	
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Public Hearing for Tyrrell County

November 30, 2016

Minutes

There was a public hearing held at the Tyrrell County Resource Center on November 30, 2016. The meeting was to present the Anti-Poverty Plan for 2017-2018 program year.

The meeting was advertised but no one attended.

The hearing was closed.

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Tyrrell County Public Hearing Agenda

Call to Order	Ms. Wendy Hedgebeth
PurposePre	esent Anti-Poverty Plan Summary 2017-2018
Overview	
Questions or concerns	••••••
Adjourn	

Public Hearing

Tyrrell County Resource Center Plymouth, NC

Wednesday, November 30, 2016 2:00 p.m.

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Sign-In Sheet

Public Hearing for Hyde County

December 2, 2016

Meeting Minutes

A Public Hearing was held on Friday, December 2, 2016 at 10:00 am at The Hyde County Resource Center 1430 Main Street in Swanquarter. The purpose of the meeting was to present the Anti-Poverty Plan Summary for July 1, 2017 – June 30, 2018.

3. Lay C. Heghunt

There was no one in attendance.

The meeting was adjourned.

Summited by:

Hyde County Public Hearing Agenda

Call to Order	Ms. Wendy Hedgebeth
Purpose	Present Anti-Poverty Plan Summary 2017-2018
Overview	
Questions or concern	IS
Adjourn	

Public Hearing

Hyde County Resource Center Swanquarter, NC

Friday, December 2, 2016 10:00 a.m.

Sign-In Sheet

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Attachment: 8-E-2-Community Services Block Grant (1418: Community Services Block Grant)

HS-G:PerPol/ElC Organ Chart

OEO Form 225 Revised: 11/18/15		AGENCY BUDGE	AGENCY BUDGET INFORMATION		
Section 1. IDENTIFICATION			Budget Type:	Annual Application: X Amendment:	Budget Change:
Agency Name:	Economic Improvement Council, Inc.	cil, Inc.		Contract Period:	
SECTION II. CONTRACT SUMMARY				July 1, 2017-June 30,	ne 3 0, 2018
CSBG	Total Direct Costs 341,180	Total Indirect Costs \$32,001		Admin. Support (CSBG Only)	Total Contract Amount
CSBG ADMINISTRATIVE SUPPORT: In (Insert Program Name)	sert name of program supported b	ed by CSBG and the amount or (Insert Program Name)	f support indicated on the Adr	CSBG ADMINISTRATIVE SUPPORT: Insert name of program supported by CSBG and the amount of support indicated on the Administrative Support Worksheet (OEO Form 212A).	373,181
SECTION III. BUDGET SUMMARY					
Salaries & Wages	\sqcup	(Insert Program Name)	PROGRAM TOTALS	COUNTY TOTALS	
Fringe Benefits	\$182,448		\$182,448	\$182.448	
Equipment	000		\$63,120	\$63,120	
Communication Space Cost	\$13,806		\$13,806	2000	
Travel	\$13,000		\$13,000	00000000000000000000000000000000000000	
Supplies/Materials	\$12.486		\$12,486	\$12,486	
Client Services	\$4,355		\$4,355	\$1,208	
Other	\$35,160		\$35,160	\$35,160	
Total Direct Costs	\$331,754		\$6,171	\$6,171	
Approved Rate: 17 549/			10.71.000	\$331,754	
Base: Wages & Salaries	\$32,001		\$32,001	\$32,001	
IOIALS	373,181		373 181	101010	
			TOT: 7/7	3/3,181	

8.E.b

Attachment: 8-E-2-Community Services Block Grant (1418: Community Services Block Grant)

Economic Improvement Council, Inc. SECTION IV. - SALARIES AND FRINGE BENEFITS

Revised: 11/18/15

OEO Form 225

	(Insert	Name)	Salary						[8
	(Insert Program	Name)	Fringes																																										-	
	FSS		Salary	326,160									\$32,302								\$31 170	97-1-0								000	931,200								\$0.70	937.3					\$151,814	
	FSS		Fringes	\$817	\$450	\$146	\$3 034	\$5,007	8000	\$023 \$185	970	9/0	44,003	\$450 \$450	884	\$2.281	\$5 924	\$487	\$93	\$76	\$1,933	\$452	\$450	\$81	\$2 183	\$5,000	476,24	200	\$76	81 937	\$450	\$450	\$81	\$2 184	\$5,924	\$438	\$81	\$76	\$60	814	846	83	2	\$51,046		
Fringe Benefit Commitation	eg. Benefit Amount x No. of Months	eq. Salary x benefit Amount/%	\$56,160 x 6.2%	\$56,160 x 1.45%	\$22,300 x 2.02%	\$56,160 x .26%	\$56,160 x 7%	\$493.65 x 12 mos.	\$68.56 mo x 12 mos	\$13.75 mo x 12 mos	\$6.31 mo x 12 mos	\$32,302 x 6.2%	\$32,302 x 1.45%	\$22,300 x 2.02%	\$32,302 x .26%	\$32,302 x 7%	\$493.65 x 12 mos.	\$40.58 mo x 12 mos	\$7.75 mo x 12 mos	\$6.33 mo x 12 mos	\$31,179 x 6.2%	\$31,179 x 1.45%	\$22,300 x 2.02%	\$31,179 x .26%	\$31,179 x 7%	\$493.65 x 12 mos.	\$40.62 mo x 12 mos	\$7.50 mo x 12 mos	\$6.33 mo x 12 mos	\$31,200 x 6.2%	\$31,200 x 1.45%	\$22,300 x 2.02%	\$31,200 x .26%	\$31,200 x 7%	\$493.65 x 12 mos.	\$36.54 mo x 12 mos	\$6.75 mo x 12 mos	\$6.33 mo x 12 mos	\$973 x 6.2%	\$973 x 1.45%	\$450 x 3.6%	\$973 x .26%				
Fringe Type	(Itemize)		Social Security			Workers Comp	Retirement	Hospitalization	Disability	Life			Medicare	Unemployment	Workers Comp	Ketirement	Hospitalization	Usability	LITE	VISION	Toc.oc % Social Security			dmo		ization	bility			ecurity			dm		zation	Dillity			urity			Workers Comp				
% CSBG	Share	FTE's	100.00%									100.00%								100 00%	00.00%									100.00%								2 600/							4.04	
	CSBG Salary		\$56,160									\$32,302								\$31 170										431,200								\$073	0 100				\$51,046	\$151,814	s,	
3 - 14	Months	Ę	7.7								,	7								12									4.5	71								12				+	NGES	ARIES	TOTAL FTE'S	
Annual	Salary &	456 160	430, 100								\$30.300	402,302								\$31,179									\$31 200	2011								\$27,040					TOTAL FRINGES	TOTAL SALARIES		
Position Title		Director									Case Manager									Case Manager									Case Mgr/AR4CA Admin \$31 200									Receptionist	1				Pad			

8.E.b

Program Name) Salary (Insert (Insert Program Name) Fringes Salary FSS \$30,634 29661 973 Fringes FSS \$9 \$2 \$3 \$1,839 \$2,076 \$5,924 \$438 \$81 \$12,074 \$430 \$450 \$77 \$60 \$14 \$16 \$3 \$68 \$213 eg. Benefit Amount x No. of Months Fringe Benefit Computation eg. Salary x benefit Amount% \$493.65 x 12 mos. X 3.6% \$20.83 mo x 12 mos 3.6% \$4.63 mo x 12 mosx 3.6% \$6.33 mo x 12 mos x 3.6% \$573 x 6.2% \$20.83 mo x 12 mos 3.6% \$4.63 mo x 12 mosx 3.6% \$6.33 mo x 12 mos x 3.6% \$29,661 x 6.2% \$493.65 x 12 mos. X 3.6% \$36.54 mo x 12 mos \$6.75 mo x 12 mos \$6.33 mo x 12 mos \$29,661 x 1.45% \$22,300 x 2.02% \$29,661 x .26% \$29,661 x 7% \$493.65 x 12 mos. \$973 x 1.45% \$450 x 3.6% \$973 x .26% \$973 x 7% Fringe Type (Itemize) Unemployment Workers Comp Social Security Medicare Hospitalization Disability Hospitalization Social Security Hospitalization Workers Comp Unemployment Retirement Retirement Disability Life Medicare Disability Life Vision Vision Life Vision % CSBG 100.00% Share FTE's 3.60% 1.04 \$973 **CSBG Salary** \$29,661 \$12,074 \$30,634 SECTION IV. - SALARIES AND FRINGE BENEFITS **TOTAL FTE's** No. of Months TOTAL SALARIES 12 2 TOTAL FRINGES Annual Salary & Wages \$27,040 \$29,661 Facilities Coordinator Case Manager Position Title

Economic Improvement Council, Inc.

Revised: 11/18/15

Attachment: 8-E-2-Community Services Block Grant (1418: Community Services Block Grant)

Packet Pg. 307

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18 : Community
Grant (147
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Attachment

OEO/TAB Revised: 11/18/15											
AGENCY	Economic Imp	Economic Improvement Council, Inc.		TOTAL AGENCY BUDGET	CY BUDGET	FISCAL YEAR		·		Page 1 of 2 Pages	ages
							D	July 1, 2017	17June	30, 2018	
INDIRECT COST BASE:	Wages	Total Direct Costs	400		Please check one	le					
INDIRECT COST RATE:	17.5%	3 I	Sis	×	Salaries/Wages	səb		Salaries/Fringes	nges		
O TO TO TO					PROGRAM	NAMES					
OBJECT CATEGORIES	CSBG	Head Start	USDA	WAP	Section VIII	-	HARRP	CO H	(Insert Program	(Insert Drazel)	
Salaries & Wages	\$182,448	\$1,658,282							Name)	Name)	TOTAL
Fringe Benefits	\$63,120			926,940		\$113,166	\$28,179	\$32,167			
Equipment				911,440	\$124,754	\$58,228	\$3,958	\$12.000			\$2,422,218
Communication	\$13,806	\$33,300		1770	\$4,500						\$906,911
Space Cost	\$13,000		6	1-140	\$29,100	\$1,549	\$319				\$4,500
Travel	\$12.486		9	\$1,662	\$12,400	\$1,225					\$78,491
Supplies/Materials	\$1.208		93,510	\$17,991	\$16,000	\$230					\$98,631
Contractual	\$4 355		\$14,955	\$18,402	\$15,200	\$6	S104 968				\$103,661
Client Services	\$35 160	918,300		\$9,805		\$11,813					\$267,048
Other	66 474				\$6,874,266						\$70,473
Total Direct Costs	9004	\perp	\$240,581		\$62,316	\$59.008					\$6,909,426
Indirect Costs	9331,734	6	\$270,420	\$86,663	\$7.519.572	200,000					\$626 120
Admin Costs	\$32,001	\$290,863		\$4 70E	210,010,10	\$307,831	\$163,789	\$44,167			4020,130
Total Support (CSBG only)				077,49	\$66,834	\$19,849	\$4,943	\$5,642			\$11,487,497
I otal Costs	\$363,755	\$3,054,164	\$270.420								\$424,857
O TOTI GO			\$210,420	\$91,388	\$7,586,406	\$327,680	\$168,732	\$49,809			4
UBJECT CATEGORIES		_	-		PROGRAM	NAMES					\$11,912,354
	(Insert Program Name)	(Insert Program Name)	(Insert Program	(Insert Program	(Insert Program	1 =	(Insert Program				
Salaries & Wages						Name)	Name)	(miser, Program Name)	(Insert Program Name)	OTHER	TOTAL
Fringe Benefits											
Equipment											
Communications											
Space Costs											
Travel											
Supplies/Materials											
Contractual											
Client Services											
Other											
Total Direct Costs											
Indirect Costs											
Total Costs											

оеоляв Revised: 11/18/15				FT CALLS VENIEUR	<u> </u>						
AGENCY	Economic Improvement Council, Inc.	ovement Counci			136	FISCAL YEAR		Ju ly 1, 201 7	7June-	June-30, 2018	
	Camden	Chowan	Currituck	Dare	COUNTY Gates	NAME(S) Hyde	Pasquotank	Perquimans	Tvrrail	W	
Fer County Allocation Expense Categories	\$12,090	\$39,902	\$35,153	\$47,917	\$26,178	\$14,223	. \$101,008	\$35,215	\$12,204	vvasnington \$39,865	TOTAL
Salaries & Wages Fringe Reports	\$6,064	\$20,014	\$17,632	\$24,034	\$13.130	7 7 7 0					
Equipment	\$2,098	\$6,924	\$6,100	\$8,315	\$4,542	\$2,468	\$50,662	\$17,663	\$6,121	\$19,994	\$182,448
Space Costs	\$459	\$1,514	\$1,334	\$1,819	7668	6					071,000
Travel	\$432	\$1,426	\$1,256	\$1,712	\$936	\$508	\$3,834	\$1,337	\$463	\$1,512	\$13,806
Supplies/Materials	\$40	\$133	\$1,207	\$1,645	\$899	\$488	\$3,467	\$1,209	\$436	\$1,425	\$13,000
Contractual Client Services	\$145	\$478	\$421	\$574	\$313	\$47	\$335	\$117	\$41	\$132	\$12,486
Other	\$205	\$3,856	\$3,397	\$4,631	\$2,530	\$1,376	\$9,764	\$422	\$146	\$477	\$4,355
Total Direct Costs	\$11,026	\$36,392	\$32,060	\$813	\$444	\$241	\$1,714	\$597	\$1,179	\$3,857	\$35,160
Indirect Costs Admin Support (CSRG colts)	\$1,064	\$3,510	\$3,093	\$43,702	\$23,875	\$12,972	\$92,122	\$32,117	\$11,130	\$36,358	\$331,754
Total Costs	\$12.090	630 000				27	98,880	\$3,098	\$1,074	\$3,507	\$32,001
		700,000	845,153	\$47,917	\$26,178	\$14,223	\$101,008	\$35,215	\$12,204	\$39.865	4363 766
											CC / 'COC+

\$363,755

nunity Services Block Grant)
k Grant (1418 : Comm
unity Services Block
ment: 8-E-2-Comm
Attachm

Revised: 11/18/15 Economic Improvement Council Inc			
SECTION IVb - BUDGET SUPPORT DATA			
		1000l	
COST CATEGORY	FSS	(insert Program	TOTAL
SPACE COSI			
Currituck Rent \$75.00 @ 12 mos			
Perquimans Rent \$150.00 @ 12 mos	006\$		\$300
Washington Rent \$273.00 @ 12 mos.	\$1,800		\$1,800
Tyrrell Rent \$100.00 @ 12 mos	\$3,276		\$3,276
Hyde Rent \$145.33 @ 12 mos (Paid Ouadach: utilities in 1 1 "."	\$1,200		\$1.200
Utilities \$48 @ 5 Are < 12 mos	\$1,744		01,200
Building Maintenance \$100 mo v.42	\$2,880		47,744
9	\$1,200		\$1,000
TOTAL SPACE COSTS			002,19
	\$13,000		\$13,000
TRAVEL			20,5
Director (10 Counties) 525 67:			
Case Mor (Curr Date & Base) 257.07 1111 mo @ 12 mos @ .50 mi	\$3,214		1,20,00
Coo Mar. (Carl.) Date, or raskt.) 331.33 ml mo @ 12 mos @ .50 mi	\$2 108		417,00
Case Mgr. (Washington/Tyrrell/Hyde) 426 mi mo @ 12 mos @ .50 mi	(Z, 100		\$2,108
Case Mgr. (Chowan, Gates, & Perq.) 351.33 mi mo @ 12 mos @ .50 mi	97,330		\$2,556
7 mi mo @ 12 moo @	\$2,108		\$2,108
MI OC. (D) SOULT 71 (D) OILL IIII I OC. OILL (COMMENT)	\$2,500		\$2,500
TOTAL TRAVEL			
	\$12,486		\$12.486
SUPPLIES/MATERIALS			
\$10.07 @ 10 ctrs. @ 12 mos			
(Office supplies page near page)	\$1,208		\$4 200
(data data data) deta)			007,14
TOTAL SUBPLIES (MATERIAL S			
O TELESTIMA I ERIALS	\$1.208		
	1001; •		\$1,208

OEO Form 225

0E0 Form 225			21
Revised: 11/18/15			
Economic Improvement Council, Inc.			
SECTION IVd BUDGET SUPPORT DATA			
COST CATEGORY	S. C.	(Insert Program	
CLIENT SERVICES		Name)	IOTAL
Tuition 8 clients @ \$217.25 a year			
Transportation 25 clients @ \$157.68 a year	\$1,738		\$1,738
Day Care 10 clients @ \$300 a year	\$3,942		\$3,942
Utilities 42 clients @ \$290 a year	\$3,000		\$3,000
Rent 18 clients @ \$600 a vear	\$12,180		\$12,180
Education Sundies 10 clients @ \$350	\$10,800	-	\$10,800
	\$3,500		\$3.500
TOTAL CLIENT SFRVICES			
	\$35,160		\$35,160
OTHER (specify)			
Lia (Admin Bldg 3 6% × \$2857 84 ; F234			
Travel NCCAA	\$521		\$521
Travel OEO Contractors Training	\$3,275		\$3.275
Parties and the second	\$2,375		\$7.375
			0.01
TOTAL OTHER			
	\$6,171		\$6.171

Attachment: 8-E-2-Community Services Block Grant (1418: Community Services Block Grant)

Content in Improvement Council, Inc. Content in Impro	FSS (Insert Program Name) Name	0E0 Form 225			
Control in provement Council Inc. Section Vive - Bubber 1 Sup-ORT DATA Control Inc. Section Vive - Bubber 1 Sup-ORT DATA Control Inc. Contractual	Section to transcore Council Inc. Section Vive - Budgets Surport DATA	Revised: 11/18/15			
TOTAL CONTRACTION CONTRA	1017 1017	Economic Improvement Council, Inc.			
Total Contractual	ONTRACTUAL Total Name) Name) There (specify) \$2,155 NetCA \$183.33 @ 12 mos. (5 usets) \$2,256 NetCA \$183.33 @ 12 mos. (5 usets) \$2,256 NetCA \$183.33 @ 12 mos. (5 usets) \$2,356	SECTION IVC BUDGET SUPPORT DATA			
Natice 1 Per Cost Allocation Plan) Their (speeds) Maintenance Agricement Copier \$179.56 @ 12 mos Naticement Agricement Copier \$179.56 @ 12 mos NACA \$183.33 @ 12 mos, (9 users)	Vertification Plan) Vertifica	COST CATEGORY	FSS	(Insert Program	TOTAL
World (Per Cost Allocation Plan) Ther (specify) Identerance Agreement Copier \$170.58 @ 12 mss SEACA \$183.33 @ 12 mos. (5 users) SEACA \$183.33 @ 12 mos. (5 users)	Wolf (Per Cost Allocation Plan) 20,165 All deliberance Agreement Copier \$179.58 @ 12 mos. \$2,260 R4CA \$183.33 @ 12 mos. (9 users) \$2,200 R4CA \$183.33 @ 12 mos. (9 users) \$2,200 R4CA \$183.33 @ 12 mos. (9 users) \$2,200	CONTRACTUAL		(Adule)	
AttCA 5783.33 @ 12 mos. (5 users) \$2,155 RACA 5783.33 @ 12 mos. (5 users) \$2,200 S2,200 S2,200 S2,200 S2,200	Attachment. 8-E-2.Community Services Block Grant (14/8: Community Services Block Grant)	Audit (Per Cost Allocation Plan)			
N4CA \$183.32 @ 12 mos. (5 users) N4CA \$183.32 @ 12 mos. (5 users) S2.165 S2.200 S2.200 S2.200	Mattachment Capies \$170.56 @ 12 mos S2,155 S2,200	Other (specify)			
NACA \$183.33 @ 12 mos. (5 users) \$22.00 \$22.00	NACA \$183.30 @ 12 mos. (5 users) \$2,700 \$2,200 \$2,200 \$2,105 \$2,000 **Attachment: 8-E-2-Community Services Block Grant (1418: Community Services Block Grant)	Maintenance Agreement Copier \$179.58 @ 12 mos			
	Attachment: 8-E-2-Community Services Block Grant (1418: Community Services Block Grant)	AR4CA \$183.33 @ 12 mos. (5 users)	\$2,155		\$2,155
	Attachment: 8-E-2-Community Services Block Grant)		92,200		\$2,200
	Attachment: 8-E2-Community Services Block Grant 11418 : Community Services Block Grant 1				
	Attachment: 8-E-2-Community Services Block Grant (1418: Community Services Block Grant)				
	Attachment: 8-E-2-Community Services Block Grant (1418 : Community Services Block Grant)				
	Attachment: 8-E-2-Community Services Block Grant (1418 : Community Services Block Grant)				
	Attachment: 8-E-2-Community Services Block Grant (1418 : Community Services Block Grant)				
	Attachment: 8-E-2-Community Services Block Grant (1418: Community Services Block Grant)				
720.753	Attachment: 8-E-2-Community Services Block Grant (1418 : Community Services Block Grant)				
	Attachment: 8-E2-Community Services Block Grant (1418: Community Services Block Grant)				
	Attachment: 8-E-2-Community Services Block Grant (1418 : Community Services Block Grant)				
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356 249	Attachment: 8-E-2-Community Services Block Grant (1418 : Community Services Block Grant)				
356 24	Attachment: 8-E-2-Community Services Block Grant (1418 : Community Services Block Grant)				
256 129	Attachment: 8-E-2-Community Services Block Grant (1418 : Community Services Block Grant)	Pa			
356 129	Attachment: 8-E-2-Community Services Block Grant (1418 : Community Services Block Grant)	cke			
545 P.S	Attachment: 8-E-2-Community Services Block Grant (1418 : Community Services Block Grant)	Pa			
0001	Attachment: 8-E-2-Community Services Block Grant (1418 : Community Services Block Grant)	31	\$4,355		\$4,355

ОЕОТАВ		
Ravisad: 11/18/15		TOTALS BY OBJECT CATEGORY
OBJECT CATEGORY	TOTALS	
Salaries & Wages	\$2,422,218	Account
Fringe Benefits	\$906,911	Agency Totals by Object Category
Equipment	\$4.500	\$7,000,000
Communications	\$78 491	
Space Costs	\$98.631	non'non'oc
Travel	\$103,661	\$5,000,000
Supplies/Materials	\$267.048	SA DOD OND
Other Contractual	\$70.473	
Client Services	\$6,909,426	\$3,000,000
Other	\$626,138	\$2,000,000
Total Direct Costs	\$11,487,497	£1 000 000 £3
Indirect Costs	\$424.857	
Admin Support (CSBG only)		
Agency Totals	\$11,912,354	DOUGHANT Communications Space Corb Travel Supplies/Mainrails Other Contractual Calest Services Other Indirect Costs Advances
		las non-i

OEO Form 225N-The Budget Narrative

Section III-Budget Summary

Indirect Cost Rate Information: Economic Improvement Council, Inc. 17.54%

Section IV-Salary and Wages

Staff Names and Positions: Director- 100%; Case Manager/AR4CA Administrator- 100%; Case Manager- 100%; Case Manager- 100%;

Case Manager- 100%; Receptionist -3.6%; Facilities Coordinator- 3.6%; Weatherization 6.0%; Head Start 40.6%; Section 8 (25.6%) Management & Administration-24.2%

Section IVa-Budget Support Data

Fringe Benefits: Disability & Life Insurance; Vision; 81% of Health Insurance; Retirement 7%

Communications: The internet will be used in 10 counties which include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington. The providers for the internet are as follows: Net-Change for Camden; Century link for Chowan \$50-8% of the monthly bill; Currituck \$40.44 plus tax; Dare \$40.44 plus tax; Gates \$40.44 plus tax; Hyde \$40.44 plus tax; Pasquotank \$21.36 plus tax which are 25% of monthly bill; Perquimans \$40.44 plus tax; Tyrrell \$40.44 plus tax; and Washington \$40.44 plus tax.

Section IVb-Budget Support Data

Equipment: N/A

Section IVc-Budget Support Data

Space Costs: There are 10 locations as follows: Camden, 117 NC Highway 343 (P.O. Box 276) Camden; Chowan, 712 Virginia Rd (P.O. Box 549) Edenton; Currituck, 2826 Caratoke Highway (P.O. Box 189) Currituck; Dare, 723 Sir Walter Raleigh St, Manteo; Gates, 252 Highway 37 S (P.O. Box 568) Gatesville; Hyde, 1430 Main St, Swanquarter; Pasquotank, 104 W. Ehringhaus St, (P.O. Box 1263) Elizabeth City; Perquimans, 200 Winfall Boulevard (P.O. Box 386) Winfall (Hertford); Tyrrell, 109 L.A. Kesier Dr (P.O. Box 541) Columbia; Washington, 283 Highway 64 (P.O. Box 541) Plymouth; We pay monthly rent in 5 counties as follows: Currituck, \$75 includes utilities (120 of 1400 sq.ft.); Hyde, \$100-\$180 of (27.879 sq.ft.) utilities included in quarterly payment. Perquimans, \$210 includes utilities (216 of 800 sq. ft) Tyrrell, \$100 includes utilities (442 of 6000 sq ft); Washington, \$273 includes utilities (332 of 5664 sq ft). We pay utilities in the following counties Chowan, \$27.22 a month which is 3.6% of the bill as in our cost allocation plan; Dare, \$142.70 a month; Perquimans, gas \$12.14 a month; and Pasquotank, \$48.53 a month which is 25% of the bill based upon our cost allocation plan.

Travel:

Calculations are provided in OEO Budget Form 225.

Supplies/Materials:

Pens, Paper, file folders, ink

	Section IVd-Budget	Support Data-Contract	ual
Sub-contractor [DBA if applicable]	Electronic System	Primary Contact	Brooke Hollowell
Address/Phone	319 Madrid St, Suite 10	1 Marshall, MN	
Service Description	Copier Lease Agreemer	nt	
Payment Arrangement	\$179.58 month	Contract Duration	12 months
Sub-contractor	10		
Sub-contractor	Community Action	Primary Contact	Vicky Hedinger

Economic Improvement Council, Inc.

[DBA if applicable]			
Address/Phone	25 Gaston St, Ashevi	le, NC	
Service Description		he AR4CA Web for 5 users.	
Payment Arrangement	\$183.33 month	Contract Duration	12 months
	Section IVe	Budget Support Data	12 months
Client Services:			
Tuition 8 cli	ents @ \$217.25 a ye	ear = \$ 1,738.00)
Transportation	on 25 clients @ \$12	0 a year $= $3,942.00$	
Day Care 10	clients @ \$300 a ye	= \$3,000.00	
Utilities 42 c	lients @ \$290 a yea	= \$12,180.00	
Rent 18 clien	ts @ \$600 a year	= \$10,800.00	
		\$350 a year = \$3,500.00)
 = \$35,160.00			<u>s</u>
Other: All calculations a	re provided in OEO B	udget Form 225.	
OEO Contractor'	s Training	5 · · · · · · · · · · · · · · · · · · ·	•
	x .50 x 3 staff x 2 a	uto = \$ 460.00	
Per Diem – \$:	37.90 x 3 staff x 3 d	avs = \$341.10	
<u>Lodging – \$1</u>	74.88 x 3 staff x 3 d	ays = \$1573.92	
= \$2375.02			
NC Community A	ction Association (Conference – Eastern Dist	tu.; _4
Mileage –460	\times .50 \times 3 staff \times 2 a	$\frac{\text{omerence} - \text{Eastern Dist}}{\text{off}}$	irici
Per Diem – \$3	$37.90 \times 3 \text{ staff } \times 3 \text{ days}$	$avc = \$ \ 3/1 \ 10$	
Lodging - \$17	74.88 x 3 staff x 3 d	ays = \$9.541.10 $ays = 1572.00	
Registration –	\$300 rate x 3 staff	& = \$ 900 00	
= \$3275.02	+= 00 Idio A 5 Staff	ω ψ 200.00	
422.000			



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.F

Meeting Date: January 03, 2017

Submitted By: Angela Wooten, Clerk to the Board

Administration

Prepared by: Angela Wooten

Item Title Surplus Property

Attachments: 8-F-Surplus Property (PDF)

Summary:

Recommendation:



Surplus Property Request

Requested by:	Donna Stewart	Item Description
	Sell	See Attached photos; This End Up-type wooden furniture with upholstered cushlons-red. 1 chair -back and bottom foam cushion (\$50)
Department:	Dismal Swamp Welcome Center	one end table (\$25) 1 sofa with three back and three bottom foam cushions (\$100
Item:	Crate Furniture - table/couch/one chair	Researched E-bay and found similar item for sale-used to estimate value Wooden Furniture in good condition-cushions recovered
Disposal Method:	Sell to Employee at estimated Fair Market Value	once.
Suggested Value:	\$175.00	Found no documentation for purchase of furniture-age 20 years old?
Reason for surplus:	Replacing old heavy furniture	
Manager Appr	roval	
Disposal Method:	Recommend Sale of Property	
Value:		
Comments:	Mode Bullty - County Manager	
Board Approv	al	
○ Approved	O Denied Date:	
Comments:		
Final Dispositi	on Date:	
Method:		
Amount:		
Purchased by:		



Surplus Property Request

Requested by:	Donna Stewart	Item Description
	○ Sell	1 8x10 Nylon rug (\$35) 1 This End Up-type wooden chair with upholstered red cushlon
Department:	Dismal Swamp Welcome Center	Found no documentation for purchase of furniture-age 20 years old?
Item:	Crate Furniture/Chair, one rug	Area rug \$8 years old?
Disposal Method:	Habitat for Humanity	
Suggested Value:	\$85	
Reason for surplus:	Replacing old heavy chair and rug	
Manager Appr	roval	
Disposal Method:	Recommend Disposal of Property	
Value:		
Comments:	Mila Rallait - County manager	
Board Approv	al	
○ Approved	O Denied Date:	
Comments:		
Final Dispositi	ion Date:	
Method:		
Amount:		
Purchased by:		



Surplus Property Request

Requested by: Donna Stewart Item Description	
Sell Dispose Wooden Bar stool with metal foot ring scratched - photo attached	######################################
Department: Dismal Swamp Welcome Center	
Item: Wooden Bar Stool	
Disposal Method: Habitat for Humanity	
Suggested Value: \$15	
Reason for surplus: Heavy, awkward, hard to move to vacuum-will replace	
Manager Approval	
Disposal Method: Recommend Disposal of Property	
Value:	
Comments: Whata Billif - County Manager	
Board Approval	
Approved Denied Date:	
Comments:	
Final Disposition Date:	
Method:	
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'his End Up Furniture Love Seat Chair and End Table and 2 Sets of Cu... http://www.ebay.com/itm/THIS-END-UP-FURNITURE-love-seat-chai...

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Bick to search results. | Listed in category: Home & Garden & Frenture & Sores, Enceptairs & Chipeta



Have one to sell? Sell now

THIS END UP FURNITURE, love seat, chair and end table and 2 sets of cushions

"The love seat, chair and end table are in good

condition. 18

Time left: 7d 00h 1015, 10 tous

Price: US \$200.00

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Add to cart

Add to wotch list

Atil to collection

Located in United States

Shipping: Free Local Pickup | See details tern location. Wake Forest, Horth Gyrorna, United Slates

Short to Local pick-up only

Delivery: Varies

Payments: PayPol VISA

Credit Cards processed by PayPai

PayPai CREDIT

6 mores to pay on \$99+. Apply Now | See Terms See detati

Salar does not offer returns. You are covered by the ≥Bay Money Back Guarantee if you received an item that is not as described in the listing. Returns:

Guarantee:

Got the item you ordered or get your money back. Covers your purchase price and original shapping.

I Add to watchild

Saller information suev03 (30) 96 9% Positive feedback

Follow the solker

See other dams



Report form

eBey dam rumber 202026837024

Seller assumes all responsibility for this listing.

Lust updated on Sep 29, 2016 17.52:54 PDT. View all revisions

Shipping and payments

Item specifics

Description

Condition: Used:

 44 The love seat, chair and end table are in good condition... 18 Sellar Notes:

Type: Love seat, chair and end table Room Living room or play room

Brand: This End Up

wood for furniture and cloth for cushions Material:

Uphoistery Fabric:

cioth

Color: multi-color, salmon, blue & gray //salmon cushions

Style: casual

Country/Region of Manufacture: United States

The love seat is 52" L. x 26" H x 32" D.,, chair is 26" L. x 26" H x 32" D.,, end table is 19" L. x 23" H x 18" D. The cushions are cloth 2 sets, one set salmon and the other set must-colored blue, salmon and gravith a red oak stain. If you're not femalar with This End Up furniture you should know that it is very sturdy/durable and heavy/solid. ...LOCAL PICK UP ONLY ... CONTACT FOR EXACT ADDRESS. AFTER ALSO CONTACT ME TO SEE THE FURNITURE BEFORE YOU BUY IT, IF YOU LIKE...

Questions and answers about this item

No questions or answers have been posted about this item-

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.G

Meeting Date: January 03, 2017

Submitted By: Angela Wooten, Clerk to the Board

Administration

Prepared by: Angela Wooten

Item Title Volunteer Forms

Attachments: Ricky Wilson - Volunteer Application (PDF)

Richard R Trevena - Volunteer Application (PDF) Steven O Bradshaw - Volunteer Application (PDF)

Summary:

Recommendation:



Application for Citizen Service -Volunteer Form

If you are a citizen of Camden County and would like to serve on one of the County's boards or commissions, please complete this application and return it to the County Manager's Office, 330 East HWY 158, and mail to: P.O. Box 190, Camden, North Carolina 27921 or e-mail info@camdencountync.gov.

Name: Kicker, Wilson
Mailing Address: 489 Lambs Rd
Township you live in:
Telephone (home): 334-1555 (business): 335-5018
Email address: RSWLSW4@ yahoo. Corr
Are you a registered voter? Yes No
Have you ever been convicted of a felony? Yes No
Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: 12 year member of Bored Education Member Sowyer Creck Church
Boards or Commissions upon which you are interested in serving: <u>Senior</u> Board (advisory)
As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your interest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thanks for your interest in Camden County Government Signature: Date: 12-10-16
Camden County, NC May 2016



Application for Citizen Service -Volunteer Form

If you are a citizen of Camden County and would like to serve on one of the County's boards or commissions, please complete this application and return it to the County Manager's Office, 330 East HWY 158, and mail to: P.O. Box 190, Camden, North Carolina 27921 or e-mail linfo@camdencountync.gov.

Name: Lichard L. Inculna
Mailing Address: 128 Swinson Toad
Township you live in: South Mills, NC 27976
Telephone (home): 757-835-3060 (business): 757-684-4758
Email address: rtdallas & jahoo.com
Are you a registered voter? Yes No
Have you ever been convicted of a felony? Yes
Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: Associates Regree in Criminal Tustice. Coached the following south in Cambin County over the last decade. Bushell, Softbull, Girls & Boys Baketball, Girls Wolfeyball
Boards or Commissions upon which you are interested in serving: Larks and recreation
As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your interest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thanks for your interest in Camden County Government Signature: Date:
Camden County, NC May 2016



Application for Citizen Service -Volunteer Form

If you are a citizen of Camden County and would like to serve on one of the County's boards or commissions, please complete this application and return it to the County Manager's Office, 330 East HWY 158, and mail to: P.O. Box 190, Camden, North Carolina 27921 or e-mail info@camdencountync.gov.

Name: Steven O. Bradshaw
Mailing Address: 102 Avery Drive, Shiloh NC 27974
Township you live in: Shiloh
Telephone (home): (252) 455-1028 (business):
Email address: Sbrad 110 gmail Com
Are you a registered voter? Yes No
Have you ever been convicted of a felony? Yes No
Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: Retired Naval Officer and NOD Maintenance Manager For USN Aincraft Carrier program, Owned and Managed Rental Proporty Since 1986. Currently developing hand in Camder. Boards or Commissions upon which you are interested in serving: Planning Board
As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your interest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thanks for your interest in Camden County Government Signature:
Camden County, NC May 2016

§ 151.445 APPOINTMENT AND TERMS OF PLANNING BOARD MEMBERS.

- (A) (1) There shall be a planning board consisting of seven members appointed by the Board of Commissioners, one of whom shall be an at-large member.
- (2) The Board of Commissioners will make every attempt to appoint at least two members from each of the county's three townships (South Mills, Courthouse and Shiloh), and the remaining member shall be designated as an at-large appointee and shall reside within the county.
- (B) Planning Board members shall be appointed for three-year staggered terms, but members may continue to serve until their successors have been appointed. Terms shall be on a yearly basis (July 1 through June 30). Vacancies shall be filled by the Board of Commissioners for the unexpired terms only.
- (C) Members may be appointed to a maximum of two successive terms or may continue to serve at the pleasure of the Board of Commissioners.
- (D) Planning Board members may be removed by the Board of Commissioners, at any time, for failure to attend three consecutive meetings or for failure to attend 30% or more of the meetings within any 12-month period or for any other cause. Upon request of the member proposed for removal, the Board of Commissioners shall hold a hearing on the removal before it becomes effective.
- (E) If a Planning Board member changes his or her residence to a location outside the township that the member represents or outside the county, that shall constitute a resignation from the Planning Board, effective upon the date a replacement is appointed by the Board.

(Ord. passed 12-15-97; Am. Ord. 2002-08-01, passed 8-5-02)

§ 151.446 MEETINGS OF THE PLANNING BOARD.

- (A) The Planning Board shall establish a regular meeting schedule and shall meet frequently enough so that it can take action in conformity with § 151.516.
- (B) Since the Planning Board has only advisory authority, it need not conduct its meetings strictly in accordance with the quasi judicial procedures set forth for the Board of Adjustment. However, it shall conduct its meetings so as to obtain necessary information and to promote the full and free exchange of ideas.
 - (C) Minutes shall be kept of all Planning Board proceedings.
- (D) All Planning Board meetings shall be open to the public, and whenever feasible, the agenda for each Board meeting shall be made available in advance of the meeting.

(Ord. passed 12-15-97)

§ 151.447 QUORUM AND VOTING.

- (A) A quorum for the Planning Board shall consist of four members. A quorum is necessary for the Board to take official action.
- (B) All actions of the Planning Board shall be taken by majority vote, a quorum being present.
 - (C) A roll call vote shall be taken upon the request of any member.

(Ord. passed 12-15-97; Am. Ord. 200-08-01, passed 8-5-02)

§ 151,448 PLANNING BOARD OFFICERS.

- (A) At its July meeting of each year, the Planning Board shall elect one of its members to serve as Chairperson and preside over the Board's meetings and one member to serve as Vice-Chairperson. The persons so designated shall serve in these capacities for terms of one year. Vacancies in these offices may be filled for the unexpired terms only.
- (B) The Chairperson and Vice-Chairperson may take part in all deliberations and vote on all issues.

(Ord. passed 12-15-97)

§ 151.449 POWERS AND DUTIES OF THE PLANNING BOARD.

- (A) The Planning Board may:
- (1) Make studies and recommend to the Board of Commissioners plans, goals and objectives relating to the growth, development and redevelopment of the county;
- (2) Develop and recommend to the Board of Commissioners policies, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient manner;
- (3) Make recommendations to the Board of Commissioners concerning proposed special use permits and proposed zoning map and text changes; and
 - (4) Perform any other duties assigned by the Board of Commissioners.
- (B) The Planning Board may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter.

(Ord. passed 12-15-97)

§ 151.450 PLANNING ISSUE ADVISORY COMMITTEES.

(A) From time to time, the Board of Commissioners may appoint one or more individuals to assist the Planning Board to carry out its planning responsibilities with respect to a particular subject

area. By way of illustration, the Board of Commissioners may appoint advisory committees to consider thoroughfare plans, housing plans, economic development plans and the like.

- (B) Members of the advisory committees shall sit as nonvoting members of the Planning Board when the issues are being considered and lend their talents, energies and expertise to the Planning Board. However, all formal recommendations to the Board of Commissioners shall be made by the Planning Board.
- (C) Nothing in this section shall prevent the Board of Commissioners from establishing independent advisory groups, committees or commissions to make recommendations on any issue directly to the Board of Commissioners.

(Ord. passed 12-15-97)

BOARD OF ADJUSTMENT

§ 151.460 APPOINTMENT AND TERMS OF BOARD OF ADJUSTMENT.

- (A) There shall be a Board of Adjustment consisting of five regular members and two alternates, all appointed by the Board of Commissioners. One regular member shall reside in each of the county's three townships (South Mills, Courthouse and Shiloh). The remaining regular member shall be designated as an at-large appointee. The at-large appointee and both alternates shall reside within the county.
- (B) Board of Adjustment regular members and alternates shall be appointed for three-year staggered terms, but both regular members and alternates may continue to serve until their successors have been appointed. At the adoption of this chapter, the Board of Commissioners shall make appointments at their discretion to fulfill statutory requirements of three-year terms. Terms shall be on a calendar year basis, January 1 through December 31. Vacancies may be filled by the Board of Commissioners for the unexpired terms only.
- (C) Members may be appointed to a maximum of two successive terms or may continue to serve at the pleasure of the Board of Commissioners.
- (D) Regular Board of Adjustment members may be removed by the Board, at any time, for failure to attend three consecutive meetings or for failure to attend 30% or more of the meetings within any 12-month period or for any other cause. Alternate members may be removed for repeated failure to attend or participate in meetings.
- (E) If a regular or alternate member moves outside the county or outside the township represented by that member, that shall constitute a resignation from the Board, effective upon the date a replacement is appointed.
- (F) An alternate member may sit in lieu of any regular member. When so seated, alternates shall have the same powers and duties as the regular member they replace.

(Ord. passed 12-15-97; Am. Ord. 200-08-01, passed 8-5-02)

§ 151.461 MEETINGS OF THE BOARD OF ADJUSTMENT.

- (A) The Board of Adjustment shall establish a regular meeting schedule and shall meet frequently enough so that it can take action in conformity with §§ 151.516 and 151.534.
- (B) The Board of Adjustment shall conduct its meetings in accordance with the quasi-judicial procedures set forth herein.
 - (C) Minutes shall be kept of all Board of Adjustment meetings.
- (D) All meetings of the Board of Adjustment shall be open to the public, and whenever feasible, the agenda for each Board meeting shall be made available in advance of the meeting.

(Ord. passed 12-15-97)

§ 151.462 QUORUM.

- (A) A quorum for the Board of Adjustment shall consist of four members, including alternates sitting in lieu of regular members. A quorum is necessary for the Board to take official action.
- (B) A member who has withdrawn from the meeting without being excused, as provided in § 151.463, shall be counted as present for purposes of determining whether a quorum is present.

(Ord. passed 12-15-97)

§ 151.463 VOTING.

- (A) The concurring vote of four-fifths of the members (regular members or alternates sitting in lieu thereof) shall be necessary to reverse any order, requirement, decision or determination of the Administrator or to decide in favor of the applicant any matter upon which it is required to pass under any ordinance, including the issuance of a conditional use permit or to grant any variance. All other actions of the Board shall be taken by majority vote, a quorum being present.
- (B) Once a member is physically present at a Board meeting, any subsequent failure to vote shall be recorded as an affirmative vote unless the member has been excused in accordance with division (C) below or has been allowed to withdraw from the meeting in accordance with division (D) below.
- (C) A member may be excused from voting on a particular issue by majority vote of the remaining members present under the following circumstances:
- (1) If the member has a direct financial interest in the outcome of the matter at issue;
 - (2) If the matter at issue involves the member's own official conduct;

- (3) If participation in the matter might violate the letter or spirit of a member's code of professional responsibility; or
- (4) If a member has close personal ties to the applicant that the member cannot reasonably be expected to exercise sound judgment in the public interest.
- (D) A member may be allowed to withdraw from the entire remainder of a meeting by majority vote of the remaining members present for any good and sufficient reason other than the member's desire to avoid voting on matters to be considered at that meeting.
- (E) A motion to allow a member to be excused from voting or excused from the remainder of the meeting is in order only if made by or at the initiative of the member directly affected.
 - (F) A roll call vote shall be taken upon the request of any member.
- (G) For the purposes of this section, vacant positions on the Board, and members who are disqualified from voting on a quasi-judicial matter, shall not be considered members of the Board for calculation of the requisite supermajority, if there are no qualified alternates available to take the place of such members.

(Ord. passed 12-15-97; Am. Ord. 2006-01-02, passed 5-1-06)

§ 151.464 BOARD OF ADJUSTMENT OFFICERS.

- (A) At its first regular meeting in January of each year, the Board of Adjustment shall elect one of its regular members to serve as Chairperson and preside over the Board's meetings and one regular member to serve as Vice-Chairperson. The persons so designated shall serve in these capacities for terms of one year. Vacancies may be filled for the unexpired terms only.
- (B) The Chairperson or any member temporarily acting as Chairperson may administer oaths to witnesses coming before the Board.
- (C) The Chairperson and Vice-Chairperson may take part in all deliberations and vote on all issues.

(Ord. passed 12-15-97)

§ 151.465 POWERS AND DUTIES OF BOARD OF ADJUSTMENT.

- (A) The Board of Adjustment shall hear and decide:
- (1) Appeals from any order, decision, requirement or interpretation made by the Administrator, as provided §§ 151.530 through 151.536;
- (2) Applications for conditional use permits, as provided in §§ 151.495 through 151.518;

- (3) Applications for variances, as provided in §§ 151.495 through 151.518;
- (4) Questions involving interpretations of the zoning map, including disputed district boundary lines and lot lines, as provided in §§ 151.495 through 151.518; or
- (5) Any other matter the Board is required to act upon by any other county ordinance.
- (B) The Board may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter.



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.H

Meeting Date: January 03, 2017

Submitted By: Angela Wooten, Clerk to the Board

Administration

Prepared by: Angela Wooten

Item Title Contract: East Carolina Engineering for WWTP

Attachments: 8-H-1-Courthouse Township WWTP Agreement-

revised (PDF)

Summary:

A contract between East Carolina Engineering and Camden County for the building of the new Waste Water Treatment Plant planned along Hwy 158 was approved earlier this year during a regular meeting of the Board of Commissioners. However, the Board of Commissioner's has changed and management would like to get an agreement from the new Board for signature by the new Chairman prior to the kick off meeting for construction. The attached agreement does not change any legal obligations for the County or ECE in relation to the building of the new Waste Water Treatment Plant.

Recommendation:

Approve by consent attached contract.

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made the day of	f, 2017 between the
County of Camden (hereinafter "County") and	Eastern Carolina Engineering, PC,
(hereinafter "Contractor").	

RECITALS

County is a body corporate and politic of the State of North Carolina with the duties and powers set forth in Chapter 153A of the North Carolina General Statutes.

Contractor represents that it is duly qualified to perform business, and otherwise to transact business in North Carolina.

IT IS THEREFORE AGREED as follows:

1. <u>Scope of Work</u>. Contractor agrees to perform the following services for County:

Design, Permitting, Construction Administration and Inspection for the Courthouse Township Waste Water Treatment Plant

Included in the design and permitting is the following:

A. DESIGN AND PERMITTING

1. Topographic Survey:

We will perform a detailed topographic survey of the property within the site boundary up to the wetland limits and up to 100' off site as necessary to complete design. We will also perform topographical survey of any key locations for the sewer force main routing; however aerial photography and existing data will be used for much of the route. The topographical survey will locate all existing utilities, structures and drainage features within the project limits. Assistance from Public Works personnel will be required to locate any existing utilities we are unable to locate. If authorized by the Owner, we will have areas of uncertainty investigated by a subsurface utility scanner.

2. Site Design:

Upon completion of the topographical survey, Eastern Carolina Engineering, PC will begin the site plan design of the sewage treatment facility area including buildings, parking, and access drive.

We will prepare a site plan depicting accurately dimensioned layouts of all features. We will schedule periodic meetings with the County throughout the design and submit the plans to the County for site plan review by the Technical Review Committee and attend all associated review meetings.

3. Stormwater management plan and erosion & sedimentation control plan.

- a. This will include the design of the required erosion control devices and on-site drainage. Drainage design will be in accordance with the Camden County Stormwater Manual and the requirements of NCDEQ.
- b. Applications for the Erosion and Sedimentation Control Permit and a Low Density Stormwater Management Permit will be submitted to NCDENR. This proposal does not include fast-tracking of these permits.

4. Utilities

- a. Water utilities will be designed to provide domestic service and fire protection for the site.
- b. Sewer force main design will include rerouting of waste from the Scotland Road area to the Courthouse Pump Station and an extension of a new force main from the Courthouse Pump Station to the plant.
- c. Eastern Carolina Engineering, PC will coordinate with an electrical engineer to provide electrical design plans to provide electrical power for the plant and site including the plant operations building.

5. Design and Permitting of the Treatment Plant and Disposal Field(s)

The plant shall have a rated permitted capacity of 50,000 gpd with provisions for expanding to 100,000 gpd. Plant shall be a below ground Submerged Attached Growth Bioreactor. Tanks shall be pre-cast or cast in place concrete units fitted with equipment from an Owner approved supplier.

- a. Treatment plant design shall include:
 - 1. treatment plant equipment buildings, complete with plumbing and electrical design plans;
 - 2. plant operating controls;
 - 3. telemetry interface;
 - 4. the following plan sheets
 - 5. existing conditions
 - 6. site plan
 - 7. tank and piping layout
 - 8. building plans
 - 9. building equipment layout
 - 10. design calculations
 - 11. plant hydraulic profiles
 - 12. treatment tank, clearwell, and reactor details
 - 13. blowers and control panels
 - 14. UV disinfection

- b. Design of Infiltration Pond based upon future hydrogeologic assessment by Edwin Andrews & Associates, P.C. Infiltration pond design shall consist of:
 - 1. pond geometry
 - 2. effluent disposal (spray heads, level spreader, diffuser, etc.)
 - 3. perimeter mechanical de-watering (wells)
 - 4. drainage infrastructure to support de-watering discharge

B. CONSTRUCTION ADMINISTRATION AND INSPECTION

1. Project Bidding

- a. Prepare Contract Documents and review with Camden County for compliance with procurement requirements. Assure compliance with any MBE/WBE requirements as defined by the Camden County's procurement procedures.
- b. Provide final cost estimate for the project.
- c. Advertise the project and circulate the plans to Contractors and plan review locations such as iSqFt and the NC Institute of Minority Economic Development Center. Advertisements will meet any MBE/WBE requirements.
- d. Conduct a Pre-Bid conference and prepare minutes of meeting as well as any addenda required to clarify any issues that arise during the bidding process.
- e. Conduct the Bid Opening.
- f. Review the bids and check licensing references and financial status of the Contractors as needed.
- g. Prepare bid tabulation and make a formal Recommendation of Award to Camden County.
- h. Following award of the project, prepare contract documents and ensure proper execution of the documents.

2. Construction Administration

- a. Review and Approval of Schedule of Values for any large lump sum items.
- b. Preparing for and conducting pre-construction meetings and construction progress meetings. Construction progress meetings to be held at a minimum on a bi-weekly basis at a location to be determined. Preparation and distribution of minutes from pre-construction meeting and construction progress meetings.
- c. Review of Contractor's payment application, including detailed review of the stored materials and work completed per pay period as well as quantities to-date.
- d. Review of Contractor's Safety Program.
- e. Review, negotiation and recommendation of Change Orders.
- f. Receipt and packaging of submittal data and equipment manuals (paper and digital).
- g. Review of project close out documentation
- h. Review and recommendation of final pay application.

3. Construction Inspection And Inspection

- a. Review of plans and specifications for familiarity particular to project.
- b. Providing pre-construction dialog with the contractor to ensure proper knowledge of Engineer's design intent.
- c. Thorough daily inspection of work in progress for compliance to Contract Documents and the standards of the Camden County and NCDEQ.
- d. Review of submittals for comment and approval.
- e. Review and response of RFIs.
- f. Provide daily reports of Contractor activity, work completed and job conditions.
- g. Provide weekly summaries of all Contractor work.
- h. Field measurement of quantities installed for evaluation of payment application.
- i. Receipt of truck quantity tickets for unit price items.
- j. Pre-measurement of trucks hauling select materials and load/haul reporting.
- k. Serve as liaison to community during construction.
- 1. Review of traffic control devices and layout. Ensure adequate and appropriate access to homes and businesses.
- m. Review of state permits and enforcing compliance by the Contractor.
- n. Recording of as-built locations for the wastewater treatment plant and the collection system via red line drawings or with surveying equipment as deemed necessary by the Inspector. As-built drawings will be provided to the County in pdf format and paper copies.
- 2. <u>Compensation</u>. Contractor will be paid for its Services by County as follows:

Base Fee Proposal

All of the above design scope items assume adequate storm drainage and water systems within the project vicinity and that location of existing utilities in the vicinity of the existing building will be provided to us. Should an extensive study or extension requiring permitting of any systems be required to support the project design, additional fees will be negotiated.

	Total Fee	\$ 120,900.00
1	B. Construction Administration and Inspection	\$ 55,900.00
1	A. Design & Permitting	\$ 65,000.00

Work Outside of Proposal Items

For any work performed outside of the above mentioned items, the hourly rates found in the request for proposals and attached to this agreement shall apply. Additional work is by written change order only.

Exclusions

The following items are not included in this proposal:

- 1. Construction stakeout
- 2. Geotechnical testing: the cost of testing is not included; however, Eastern Carolina Engineering, PC will obtain estimates from geotechnical firms and will coordinate with the chosen firm to

- have all appropriate testing performed. Testing includes, but is not limited to, compaction testing of subgrade and stone base and asphalt testing.
- 3. Inspection of change order work that requires a time extension on the contract. If change orders occur requiring additional contract time and, therefore, more inspection time, will require negotiation of additional fees.
- 4. Permit application fees
- 5. Wetland fill or mitigation permitting
- 3. <u>Contractor's Freedom to Contract</u>. Contractor may employ assistants at its sole expense and discretion as may be necessary to fulfill Contractor's obligations under this Agreement. Contractor agrees that anyone to whom it delegates any or all of the Services called for by this contract will be competent, qualified and capable of performing the work without any supervision, contact or assistance by County's employees. Any such assistant will be employed only by Contractor, and will not be an employee of the County while performing services under this contract.
- 4. <u>Expenses</u>. County shall not be liable to Contractor for any expenses which Contractor incurs, nor shall Contractor be liable to County for office help or expenses.

 Contractor shall have no authority to bind County by any promise or representation, unless specifically authorized by the County Manager in writing to do so.
- 5. <u>Term.</u> This Agreement may be terminated by either party at any time upon <u>30</u> days written notice to the other party. Upon the termination of this Agreement, Contractor shall prepare and provide to County a list of all pending unfinished business involving Contractor. Contracted Services under the terms of this agreement shall terminate upon completion of the Services in accordance with the following schedule:

Complete Final Plans and Specifications	3/31/2017
Secure permits for construction	8/23/2017
Advertise for bids	7/23/2017
Open bids	9/15/2017

Award Contracts	10/2/2017
Issue Notices to proceed	10/15/2017
Start construction	1/22/2018
Complete Construction	7/22/2019

- 6. <u>Nature of Relationship</u>. Contractor understands that it is an independent contractor and is not an employee, subcontractor, agent, servant, partner nor joint venturer of County. Contractor understands that it has the right to use its best judgment and efforts to fulfill the terms and obligations of this Agreement. Contractor further understands and acknowledges the following:
 - a. That it will receive no compensation other than as outlined in this Agreement and is not subject to nor eligible for any benefits which may be offered by County to its employees, such as vacation pay, sick leave, insurance coverage or retirement plan participation.
 - b. Its Services provided in accordance with this Agreement are an independent calling or occupation.
 - c. Contractor is expected to use its own skill, judgment and expertise to fulfill the obligations of this Agreement, and is not supervised, directed or controlled by County as to the means or methods it should employ.
 - d. Contract is not required to perform tasks in any particular order or sequence.
 - e. Contractor needs no training from County as to how to fulfill its duties and responsibilities.
 - f. Contractor may determine its own daily schedule and those of its own employees or servants without prior approval of County.

- g. Contractor is not required to devote any particular percentage of its time or resources to perform the Services required hereunder.
- h. Contractor furnishes its own equipment and supplies and is expected to maintain its business office somewhere other than at the County's office.
- i. To the extent Contractor must procure or maintain any insurance, license, certification or trade membership, it must do so at its own cost.
- j. This Agreement shall not prevent Contractor from performing other services for other parties. Contractor may engage in other business endeavors or projects of any kind or nature.
- 7. Taxes. Contractor assumes exclusive liability for payment of all federal, state or other governmental division taxes and contributions for social security, Medicare/Medicaid, etc., now or hereafter required, incurred or assessed by law. Contractor agrees to indemnify and hold harmless the County from any claims for taxes as described in this Section.
- 8. <u>Insurance</u>. Contractor understands and agrees that neither it nor its employees are subject to workers' compensation or general liability coverage maintained by the County for its employees. Contractor agrees to procure and maintain workers' compensation insurance coverage for the benefit of contractor's employees or subcontractors and to procure general liability insurance listing the County as an additional insured at all times relevant to this Agreement. Contractor shall provide to County upon request a valid and current certificate of workers' compensation and general liability insurance. In the event Contractor shall fail at any time to have in force and effect insurance as required by this Section, Contractor agrees to indemnify and hold harmless County for (1) any premium paid by County to maintain insurance

coverage applicable to Contractor and/or its employees or subcontractors; (2) any worker's compensation benefits paid by County as a result of Contractor's failure to comply with this Section; and (3) any amounts paid by County for general liability claims as a result of Contractor's failure to comply with this Section.

- 9. Indemnity. Contractor shall and does hereby agree to indemnify, save harmless and defend County from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damage to property caused by Contractor, its employees, agents or subcontractors in any way attributable to the performance of the Services, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and supplies, injuries to person or damage to property, liens, garnishments, attachments, claims, suits, costs, attorneys' fees, costs of investigation and of defense. It is the intention of this paragraph to hold the Contractor responsible for the payment of any and all claims, suits, or liens, of any nature and character, in any way attributable to or asserted against County or against Contractor and County, or which the County may be required to pay. In the event the liability of the Contractor shall arise by reason of the sole negligence of County and/or the sole negligence of County's employees, agents or servants, then and only then, Contractor shall not be liable under the provisions of this paragraph.
- 10. <u>Arbitration</u>. Any controversy or claim arising out of, or relating to this Agreement, or its breach, shall be settled by arbitration in Camden County, North Carolina in accordance with the provisions of the North Carolina Revised Uniform Arbitration Act, (the

"Act"). The parties to this Agreement understand that this arbitration provision shall expressly apply to this Agreement in accordance with the Act. Judgment upon the award rendered may be entered and enforced in any court of competent jurisdiction.

11. <u>Notices</u>. Any notice, request or report given by one party to the other shall be in writing, deposited in the United States Mail (postage prepaid) or hand delivered and properly addressed as follows:

If the notice is to County:

Mr. Clayton D. Riggs, Chairman
Camden County Board of Commissioners
P.O. Box 190
330 East US Highway 158
Camden, NC 27929

(Or such other person or address as County shall have designated by due notice to Contractor).

If the notice is to Contractor:

Eastern Carolina Engineering, PC Kimberly D. Hamby, PE P. O. Box 128 Camden, NC 27921

(Or such other person or address as Contractor shall have designated by due notice to County).

- 12. <u>Non-Waiver</u>. Nothing set forth herein is intended nor shall be construed as a waiver of any immunity available to County, its governing board or employees.
- 13. <u>Headings</u>. The headings, subheadings and captions in this Agreement and in any exhibit hereto are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

- 14. <u>Amendments</u>. This Agreement may not be amended except by written instrument duly executed by or on behalf of all of the parties hereto.
- Complete Agreement. This Agreement constitutes the entire Agreement between County and Contractor pertaining to its subject matter and supersedes all prior and contemporaneous negotiations, agreements and understandings of either or both parties in connection therewith.
- 16. <u>Governing Law</u>. The validity, interpretation and performance of this Agreement and of its provisions shall be governed by the laws of the State of North Carolina.

17. Certifications"

- a.) E-Verify: "Contractor shall comply with the requirements of Article 2 of Chapter 64 of the General Statues. Further, if contractor utilizes a subcontractor, contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statues."
- b.) IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S. 143C-6A-5(a)

As of the date listed below, the entity listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the entity—listed above to make the foregoing statement.

Signature

Date

Printed Name

Title

The undersigned have read the entire Agreement and accept the terms and conditions as shown by their signatures below.

	COU	COUNTY OF CAMDEN	
	Ву:	Clayton D. Riggs, Chairman Board of Commissioners	(SEAL)
Attest: By: Daphne F. Robey, CFO	By:	TRACTOR Melly D. Hamby, Vice Presiden	(SEAL) nt - Engineering
(Affix Corporate Seal)			
Independent Contractor carries and	l will provide Co	ounty with a Certificate of Insur	ance for:
Workers' Compensation	Yes	No	
General Liability (Yes	No	
This instrument has been preaudite and Fiscal Control Act.	ed in the manner	required by the Local Govern	ment Budget
Stephanie Humphries Finance Officer			



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 11.A

Meeting Date: January 03, 2017

Submitted By: Terri Smith,

Taxes

Prepared by: Terri Smith

Item Title DMV Monthly Report

Attachments: 20161205111438482.pdf (PDF)

Summary: DMV Monthly Report February 2017 Renewals due 3/15/17

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

SOUTH MILLS

in the amounts as listed herein.

TO: The Tax Administrator of Camden County February Ren. Due 3/15/17

COURTHOUSE

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Administrator and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon personal property of the respective taxpayers in the County of Camden, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell personal property of such taxpayers for and on account thereof, in accordance with the law.

15,577.91	16,479.71	10,815.36	42,872.98
Witness my hand and office	cial seal thisday	of	
	Chairman Cambar Car		•
	Chairman, Camden Cou	inty Board of Commi	ssioners
Attest:			
Clerk to the Board of Com	missioners of Camden Cou	nty	

This is to certify that I have received the tax receipts and duplicates for collection

SHILOH

TOTAL

Tax Administrator of Camden County



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.B

Meeting Date: January 03, 2017

Submitted By: Tim White, Parks & Recreation Director

Parks & Recreation

Prepared by: Angela Wooten

Item Title 2017 Parks and Rec Advisory Board Meeting Schedule

Attachments: 11-B-Parks and Rec Advisory Bd Mtg Sched (PDF)

Summary:

Recommendation:

Timothy C. White Recreation Director

Ben Carter Superintendent



P.O. Box 190 117 North 343 Camden, NC 27921

Phone (252) 338-1919 ext. 239 Fax (252) 333-1603

www.camdencountync.gov

2017 Advisory Board Meeting Schedule

Thursday February 9, 2017

Thursday April 6, 2017

Thursday June 8, 2017

Thursday August 10, 2017

Thursday October 5, 2017

Thursday December 7, 2017

All meetings are held at 6:00pm in the Sheriff's conference room.



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.C

Meeting Date: January 03, 2017

Submitted By: Angela Wooten, Clerk to the Board

Administration

Prepared by: Angela Wooten

Item Title Letter from Twiford Law Re: Regular Joint Mtgs W/ School

Board

Attachments: 11-C-Letter from TLF Re Regular Joint Mtgs w Sch Bd

(PDF)

Summary:

Recommendation:

The Twiford Law Firm, P.C.

Russell E. Twiford (Retired)
John S. Morrison
Edward A. O'Neal
H.P. Williams, Jr.
R. Mark Warren
Courtney S. Hull
Lauren Arizaga-Womble
Megan Morgan

Whitney A. Young

Attorneys At Law

P.O. Box 669 111 Currituck Commercial Drive Moyock, North Carolina 27958-0669 Telephone (252) 435-2811 Facsimile: (252) 435-9974

December 12, 2016

Elizabeth City Office 203 North Road Street Elizabeth City, NC 27907-0099 Telephone (252) 338-4151 Telecopier (252) 338-8546

WEBSITE: www.twifordlaw.com

Please Respond To: Moyock

To: Michael Brillhart and Angie Wooten VIA EMAIL

Re: Regular joint meeting with school board

Dear Michael and Angie,

I reviewed the memorandum of understanding between the Board of Commissioners and the School Board on the Adequate Public Facility Ordinance towards amending the same so as to allow for regularly scheduled meetings between Board of Commissioners and School Board. I make the following observations. First, the original ordinance will have to be amended as well as the memorandum of understanding. Angie, you were correct in this. Secondly, this will require like action by the School Board.

If we take this amendment action I recommend the title be change to "Camden County Adequate Public Facility Ordinance and Liaison Meetings Between School Board and County Commissioners". Further, on page one of the Memorandum of Understanding this should changed to read: *The County Manager; and the Chairman of the Board of Commissioners or the Chairman's designee and other one member of the Board of Commissioners selected by the Chairman*…

Section two on page two should be change to read: "The APFO Coordination and Liaison Committee should meet on a monthly basis... beginning with the month of _______2017 to discuss issues regarding the APFO as well as other relevant matters requiring communication between the two Boards so as to enhance communication between the two boards on financial planning, financial needs, and operation of the school system."

In the alternative, we can simply add an entirely new section encompassing the additional member, purpose and monthly relevant quarterly, monthly meeting dates. Yet again, we can have a new stand-alone memorandum of understanding related to solely to the proposed monthly meeting with two Commission members.

Inasmuch as there has been further changes in the law regarding Adequate Public Facilities, whatever we do, should be reviewed by Dan.

I suggest after instructions from you, I draft such a document and then it can be sent by the Chairman of our Board to the Chairman of the School Board, or I can send the same to Mr. Leidy, the School Board Attorney, and follow that up with a discussion requesting him to review our proposed draft with his client.

I will wait your further instructions.

Warmest Personal Regards,

John**/S/**Morrison

JSM:jlh



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Other Matters

Item Number: 12.A

Meeting Date: January 03, 2017

Submitted By: Angela Wooten, Clerk to the Board

Administration

Prepared by: Angela Wooten

Item Title Camden County Code of Ethics

Attachments: Legal Opinion and Code of Ethics (PDF)

Summary:

Recommendation:

Angela Wooten

From:

Michael Brillhart < mbrillhart@camdencountync.gov>

Sent:

Thursday, December 01, 2016 9:11 AM

To:

Angela Wooten

Subject!

FW: Camden County Board of commissioners Code of Ethics.

Attachments:

Yasenia Arregoces.vcf

Fyi,

From: Yasenia Arregoces [mailto:yasenia@twifordlaw.com]

Sent: Thursday, December 01, 2016 9:03 AM

To: Michael Brillhart

Subject: Re: Camden County Board of commissioners Code of Ethics.

Camden County Manager

Michael Brillhart

Rei Camden County Board of commissioners Code of Ethics.

Dear Mike,

I read with interest the 1991 board of commissioners Code of Ethics.

It appears to me to be simple, common sense advice as to how a commissioner should conduct him or herself in public service and in particular avoid improprieties or the appearance of such.

Interestingly, there appears to be no penalty for failure to abide by this code, suspect all that can be administrated by fellow commissioners is a public censure voted upon in open session.

Our earlier discussion was correct. To the extent a state code differs with this code, the county is pre-empted. However, as a general course of local government legislation, the county can adopt a more restrictive code than the state. Thus between the two, the more restrictive code would be enforceable.

This is the first was made aware of this code of ethics. I think is a good idea to furnish a copy to all sitting board members as well as the two who will be sworn on Monday.

Warmest Personal Regards,

John S Morrison

Yasenia Arregoces

Paralegal yasania@twifordiaw.com



111 Currituck Commercial Drive, Suite A P.O. Box 669 Moyock, NC 27958

(252) 435-2811 Office (252) 435-9974 Fax

www.twifordlaw.com

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Angela Wooten

From:

Michael Brillhart < mbrillhart@camdencountync.gov>

Sent:

Thursday, December 01, 2016 9:11 AM

To:

Angela Wooten

Subject:

FW; Camden County Board of commissioners Code of Ethics.

Attachments:

Yasenia Arregoces.vcf

Fyi,

From: Yasenia Arregoces [mailto:yasenia@twifordlaw.com]

Sent: Thursday, December 01, 2016 9:03 AM

To: Michael Brillhart

Subject: Re: Camden County Board of commissioners Code of Ethics.

Camden County Manager

Michael Brillhart

Re: Camden County Board of commissioners Code of Ethics.

Dear Mike,

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Warmest Personal Regards,

John S Morrison

Yasenia Arregoces

Paralegal yasenia@twifordiaw.com



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(252) 435-2811 Office (252) 435-9974 Fax

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CODE OF ETHICS

CAMDEN COUNTY BOARD OF COMMISSIONERS
CAMDEN COUNTY, NORTH CAROLINA

Adopted on November 18, 1991

CANON ONE

A County Commissioner Shall Obey the Law

County commissioners shall support the Constitution of the United States, the Constitution of North Carolina and the laws enacted by the Congress of the United States and the General Assembly pursuant thereto.

CANON TWO

A County Commissioner Shall Uphold the Integrity and Independence of His Office

County commissioners shall demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all their public activities in order to inspire public confidence and trust in county government. County commissioners shall participate in establishing, maintaining, and enforcing, and shall themselves observe, high standards of conduct so that the integrity and independence of their office may be preserved. The provisions of this Code should be construed and applied to further these objectives.

CANON THREE

- A County Commissioner Shall Avoid Impropriety and the Appearance of Impropriety in All His or Her Activities
- A. It is essential that county government attract those citizens best qualified and willing to serve. County commissioners have legitimate interests economic, professional and vocational of a private nature. County commissioners shall not be denied, and shall not deny to other county

open government.

- 2. County commissioners shall respect the legitimacy of the goals and interests of other county commissioners and shall respect the rights of others to pursue goals and policies different from their own.
- B. Adjudicative Responsibilities.
 - 1. County commissioners shall be faithful to the general and local laws pertaining to the office and strive for professional competence in them. They shall be unswayed by partisan interests, public clamor, or fear of criticism.
 - County commissioners shall demand and contribute to the maintenance of order and decorum in proceedings before the board of county commissioners.
 - 3. County commissioners shall be honest, patient, dignified and courteous to those with whom they deal in their official capacity, and shall require similar conduct of their staff and others subject to their direction and control.
 - 4. County commissioners shall accord to every person who is legally interested in a proceeding before the commission full right to be heard according to law.
 - 5. County commissioners shall dispose promptly of the business of the county for which they are responsible.
- C. Administrative Responsibilities.
 - 1. County commissioners shall clearly distinguish legislative, adjudicatory and administrative

employees beyond the fair value of services rendered.

CANON FIVE

A County Commissioner Shall Conduct the Affairs of the Board in an Open and Public Manner

County commissioners must be aware of the letter and intent of the State's Open Meetings Law, and conduct the affairs of the Board of County Commissioners consistent with the letter and spirit of that law and consistent with the need to inspire and maintain public confidence in the integrity and fairness of county government and the office of county commissioner. Consistent with this goal of preserving public trust, county commissioners shall be aware of the need for discretion in deliberations when the lack of discretion would pose a threat to the resources of the county, to the reputation of current or potential county employees, to orderly and responsible decision making, to the integrity of other governmental processes or to other legitimate interests of the county.

CANON SIX

A County Commissioner Shall Regulate His or Her

Extra-Governmental Activities to Minimize the Risk of Conflict

With His or Her Officials Duties

- A. County commissioners shall inform themselves concerning campaign finance, conflict of interest and other appropriate state and federal laws and shall scrupulously comply with the provisions of such laws.
- B. County commissioners shall refrain from financial and business dealings that tend to reflect adversely on the Board or on county government or to interfere with the proper performance

requirements and shall scrupulously comply with the provisions of such laws;

- Shall maintain the dignity appropriate to the office, and should encourage members of their families to adhere to the same standards of political conduct that apply to commissioners;
- 3. Shall not make pledges or promises of conduct in office that they will not or cannot perform or would be illegal if it were performed;
- 4. Shall not misrepresent their identity, qualifications, present position, or other fact; and
- 5. Shall avoid pledges or promises of conduct in office other than the faithful and impartial performance of the duties of the office.

Adopted this the 18th day of November 1991.

Sumner K. Midgetf, Chairman

Camden County Board of Commissioners

Phyllis D. Timmerman, Clerk

Camden County Board of Commissioners



Board of Commissioners AGENDA ITEM SUMMARY SHEET

Other Matters

Item Number: 12.B

Meeting Date: January 03, 2017

Submitted By: Angela Wooten, Clerk to the Board

Administration

Prepared by: Angela Wooten

Item Title Clerk of Superior Court - Office Space Request

Attachments: 12-B-Clerk of Superior Courts - Office Space Request

(PDF)

Summary:

Clerk of Superior Court is requesting to be granted the space currently occupied by Register of Deeds upon building and subsequent relocation of Register of Deeds to the proposed new facilities to be built across from the courthouse.

Recommendation:



State of North Carolina General Court of Justice

CLERK OF SUPERIOR COURT

CAMDEN COUNTY

PAULA J. HARRISON, CLERK EX OFFICIO JUDGE OF PROBATE P.O. BOX 219, 117 NC HWY 343 NORTH CAMDEN, NC 27921 TELEPHONE: (252) 336-4000 FAX: (252) 336-4001 JERRY R. TILLET

December 8, 2016

Camden County Board of Commissioners 330 US Hwy 158 East Camden, NC 27921

Re: New Office Construction

Dear County Commissioners:

I understand that the county is planning a new construction project for the Camden County Administration offices. The information stated in The Daily Advance said that the Register of Deeds Office will be moving into the new facility. I would like to respectfully request your consideration for my office when reassigning the existing Register of Deeds office space.

Currently, our office has no additional space to house cases that are disposed of. These records have to be maintained in a vaulted area to ensure preservation. Our retention schedule is mandated by The Administrative Office of the Courts and the North Carolina Division of Archives and History Department of Cultural Resources. Our office has to purge files and other reports to make room for new files that must be retained for a specified period of time.

We are also in need of space to conduct hearings, especially in estate and special proceeding matters. DMV uses our facilities when conducting their hearings. Attorneys call to reserve space for taking depositions. AOC personnel comes routinely to review bookkeeping records and other files. During court, there is someone here from Community Corrections who interviews defendants so they can be evaluated for community service as ordered by the judge. The magistrate also has to complete affidavits of indigency for defendants during court. Attorneys require space so they can confer with their clients prior to and during court sessions. There are days that we simply cannot accommodate all these needs. Beside the actual courtroom, the only available space that we have is the small law library on the back

hall. During Superior Court, this space is sometimes used as a holding area by the Sheriff's Department for defendants awaiting their court appearance.

The Clerk's Office is responsible for logging and storing exhibits admitted into evidence during a trial or hearing. These items have to be stored in a secured site and are not accessible to the public. Our current evidence room, located on the back hall of the courthouse building, is not fireproof. These items should be maintained in a vault for security reasons.

With this additional space, it may be possible to move the magistrates' office into the courthouse building. Both offices work together to perform judicial tasks. The paperwork completed by the magistrate is turned into the Clerk's office for filing. Money collected by the magistrate is turned into the Clerk's Office and receipted. In many respects, both offices are dependent upon one another.

I openly welcome any comments or questions you may have concerning our current space. I would be happy for each of you to tour our facilities so you can see firsthand our limited area. I am most excited for the great strides Camden County has made in improvements and advancements. I look forward to this exciting new project as our county continues to grow and prosper. I would again like to ask that you consider this proposal to allow our office the additional space to effectively conduct the court's business. I believe the citizens of Camden County, as well as our judicial constituents, would agree that this additional space would greatly enhance our work environment and would allow us the much needed space to professionally perform our jobs.

Respectfully submitted,

Paula J. Harrison Clerk of Superior Court

cc: Michael Brillhart Honorable Edgar Barnes